Only one copy of this form needs to be completed either by the owner, building contractor or electrical installer. Please type or use BLOCK CAPITALS. If help is required to fill out this form, please contact Hertsmere Borough Council Building Control.

1. Applicant's details

Name: ....

Address: ....

Postcode: ....Tel no: ....Email: ....

2. Electrical installer details (builder contractor if not known)

Name: ....

Address: ....

Postcode: ....Tel no: ....Email: ....

3. Location of building to which notifiable electrical work relates

Address: ....

Postcode: ....Tel no: ....Email: ....

4. Details of work carried out relating to notifiable electrical installations

....

....

....

Date that notifiable electrical work was carried out: ....

5. Charges

Charges will be £390 (VAT is not applicable).

(To cover cost of specialist electrical inspection relating to checking compliance with Approved Document P.)

Please state estimated cost of electrical work excluding VAT: £

....

....

6. I/We hereby apply for an Electrical Safety Regularisation Certificate in respect of the electrical work described above. I/We undertake to take such steps as the council request of both exposures and remedial measures to bring the work into conformity with the relevant requirements of the Building Regulations.

Name: ....

Signed: ....Date:..

7. Return completed form and charge to:

Hertsmere Borough Council, Building Control
Civic Offices
Elstree Way
Borehamwood, Herts WD6 1WA
Tel: 020 8207 7456   Fax: 020 8207 7470
Email: building.control@hertsmere.gov.uk

Regularisation Certificate guidance notes

Regularisation charges

Charges are calculated in accordance with the Hertsmere Borough Council Building Regulation Current Charges Scheme. They are payable with the application and are not subject to VAT. It is therefore important that sufficient detail about the project be included to avoid the need for further applications. Where the incorrect amount has been submitted the regularisation application cannot be treated as a valid submission and will prevent the issue of a Regularisation Certificate.