



## WHAT IS IT?

The Regularisation procedure allows the Local Authority to consider appropriate works carried out and completed without the submission of full plans and giving of notice. Such work often comes to light during the sale of a property when the vendor is asked to produce evidence of approvals. When the work complies with the regulations that were in operation at the time the unauthorised works were completed, Building Control will issue a 'Certificate of Regularisation'.

The types of work that can be regularised are as follows:-

- Domestic and Commercial
- Extensions and Alterations
- Roofspace Conversions
- Garage Conversions
- Erection of new buildings
- Change of use
- Installing cavity wall insulation
- Installing a heating system
- Structural alterations etc

## WHAT YOU MUST DO

Complete the Regularisation section of the standard application form available from your local Building Control Office. The form requires you to provide the following information:-

- (a) A description of the unauthorised work
- (b) The date of completion of the works
- (c) The use of the building
- (d) Details of services

The application for Regularisation must be accompanied by a fee equal to 120% of the normal fees that would be payable under the current fee regulations for proposed work. (Details are available from your local Building Control Department). In circumstances where substantial additional or remedial work is required additional information and an additional fee may be required.

In some circumstances you may be asked to provide plans of the work and/or plans of additional remedial work, especially for non-domestic work.

## WHAT WE DO

When an application is received we will arrange to inspect the work. In circumstances where hidden work cannot be inspected opening up of that work, for a more detailed inspection, may be required. We will assess compliance of the work with the regulations and advise of works that do not comply and need additional or remedial work. An opportunity will be given to carry out that work in order that a certificate may be issued.

You might decide not to proceed with the additional or remedial work, perhaps because it would be too expensive or disruptive. A Certificate will not be issued in these circumstances or where there are serious contraventions of Building Regulations. Depending on the nature and seriousness of any contraventions, legal proceedings may be instituted.

A 'limited certificate' may be issued. This will state which work complies or does not comply and what has been inspected.

Regularisation does not apply to work completed before October 1973.

