



## Regularisation Certificate

### What is a regularisation certificate?

This is a certificate granted in respect of 'unauthorised work'. In accordance with building regulations either a full plans application or, alternatively, in the case of domestic work, a building notice must be deposited with the district council before work commences. Where this is not the case the work is 'unauthorised'

It is possible in respect of unauthorised work carried out between 1 October 1973 and the present to apply for a regularisation certificate. The regulations that were in force when the work was completed will apply to the work. A regularisation certificate is evidence, (but not conclusive evidence) that the work complies with the relevant regulations.

### What information is required to be submitted with the application?

A completed application form is required together with the fee and a 1:2500 location map. Additional information may be required and the nature of such additional information will be determined by the complexity and extent of the unauthorised work involved. Where work is relatively minor (for example the installation of central heating) written details will usually suffice however where an extension is involved, for example, 'plans' may be required. Plans in such circumstances may not have to be particularly detailed.

You may be asked to submit details of remedial works that might be required.

You must confirm the date on which the work was completed, as it is the regulations in force at that time that will apply.

### **What fee is payable?**

The fee payable is the aggregate of the plan fee and the inspection fee that would apply in respect of a full plans application for the same work **plus** an additional 20%.

Note: in order for a regularisation certificate application to be valid the correct fee must accompany it.

### **When a regularisation certificate application has been made what happens next?**

We will inspect the work to see if the requirements of the relevant regulations have been met. The council is required to take reasonable steps to ascertain compliance therefore it may be necessary for some aspects of the works to be opened up for inspection.

You will be notified of any matters that may require attention and you will be given an opportunity to carry out remedial works (if appropriate). If and when it is established that the unauthorised works satisfy the requirements of the relevant regulations a regularisation certificate can be granted.