

## Regularisation Guidance Notes

---

- 1 The applicant is the building owner.
- 2 Once copy of this notice should be completed and submitted with plans and particulars indicating the works carried out and the necessary works (if required) to achieve compliance with the Building Regulations.
- 3 A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out plus 20% (VAT is not payable).
- 4 In accordance with the Building Regulation 21 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- 5 The notes are for general guidance only, full particulars of a Regularisation request are contained in Regulation 21 of the Building Regulations 2010 (as amended) and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
- 6 Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.
- 7 Further information and advice may be obtained from your local authority.
- 8 An application for a Regularisation Certificate in respect of unauthorised building works can only be applied for if the works commenced on or after 11<sup>th</sup> November 1985.