

Regularisation Certificate Guidance

One copy of the form should be completed by the person who intends to apply for a Regularisation Certificate for unauthorised work carried out after 11 November 1985. The applicant is the person on whose behalf the unauthorised work was carried out i.e the building's owner.

The application should be submitted to the Local Authority with plans showing the unauthorised work and any additional work required to be carried out to ensure that the unauthorised work complies with the requirements of the Building Regulations in force at the time the work was carried out.

A Regularisation certificate application attracts a fee payable by the person applying for the certificate and is payable at the time of the deposit of the application. The fee comprises a single payment which covers any site visits necessary to determine the compliance of the unauthorised work. The appropriate charge is dependant upon the type of work previously carried out.

In accepting the application, the Authority may require the applicant to take such reasonable steps as they think appropriate to ascertain compliance with the relevant legislation.

When the Local Authority is satisfied as to the compliance of the unauthorised work, then a regularisation certificate may be given to the effect that compliance has been achieved with regard to the applicable regulations in force at the time the work was carried out.