

**APPLICATION FOR A
REGULARISATION
CERTIFICATE**



1

Your details Name: _____

Address and postcode: _____

Phone: _____ Fax: _____ E-mail: _____

2

Your agent's details Name: _____

Address and postcode: _____

Phone: _____ Fax: _____ E-mail: _____

3

Location of building to which work relates: _____

Address: _____

4

Work carried out _____

5

Date work was carried out (if not known give approximate date) _____

6

What was previous use? _____

What is present use? _____

7

Fee – Total estimated cost : _____ **Fee enclosed :** _____

Floor Area : _____

8

Services
Means of water supply: _____

Foul water drainage: _____ **Surface water drainage:** _____

9

STATEMENT

This notice is given in relation to the building work as described, is submitted in accordance with regulation 18 and is accompanied by the appropriate charge. Please note that if you are paying by **cheque** there is a **two week** clearance period before the Certificate can be released.

The use of the completed buildings ***IS/IS NOT** designated under the Fire Precautions Act 1971. *Delete as appropriate

Signed _____ Date _____

GUIDANCE NOTES

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out and the appropriate fee.
3. The appropriate fee is dependent upon the type of work carried out. **Please Note:** that if payment is made by **cheque** there is a **two week** clearance period before the certificate can be released.
4. In accordance with the Building Regulation 18 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. These notes are for general guidance only, full particulars of a “Regularisation” request are contained in Regulation 18 of the Building 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 Building Control seminars.

Explanatory notes

1 Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application.

The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area.

You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

2 The charges are as follows.

a. If you apply for a 'regularisation certificate' for any unauthorised building work that began on or after 11 November 1985, you must pay a regularisation charge to cover the cost of assessing your application and all inspections.

The charge is as shown on the attached tables. VAT is not payable on regularisation applications.

b. In certain cases, we may agree that you can pay charges in instalments. Ask at our building control office for details.

3 **TABLE A:** This shows the charges for small domestic buildings, for example, new houses and flats. You have to pay these if the total inside floor area of each building, except any garage or carport, is not more than 300m² and the building is not more than three storeys (each basement level is counted as one storey).

4 **TABLE B:** If the work is more than one domestic extension being undertaken as part of the same works, you may add the total inside floor areas of all storeys of all the extensions shown on the application to work out how much you have to pay.

5 **TABLE C:** applies if the extensions are more than 200m² floor area or three storeys in height. They also apply to any commercial (non-domestic) work any other works which can not be placed in Tables A or B.

6. Estimated Cost

This is the reasonable commercial cost that would be charged by a building contractor to carry out the work that is in your application. There is no reduction in the estimated cost for DIY projects. This ensures fairness. The estimated cost does not include VAT, any professional fees that are paid to an architect, engineer or surveyor, and the cost of buying any land.

7 Exemptions and reductions in charges.

a. If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.

b. You don't have to pay charges if the work will **provide access** to a building or is an **extension to store medical equipment** or **provide medical treatment** facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

c. You do not have to pay charges for putting insulating material into an existing cavity wall, as long as it is certified to an approved standard and the work is carried out by an approved installer.

d. You do not have to pay charges for putting in an approved unvented hot-water system as long as the work is carried out by an approved installer or is part of a larger project.

e. If your application is for repetitive work, we may reduce the charges.

8 You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge.

Other information

- 1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law.
- 2 These guidance notes refer to the charges that you have to pay Bromsgrove District Council.
- 3 The charges may vary in different authorities. Please check with the relevant local authority.

You should make cheques payable to:
Depending on site location

Bromsgrove District Council
Redditch Borough Council
Wyre Forest District Council

TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

When using similar house types we can reduce our charges, for details of this reduction or for charges for more than 5 dwellings please telephone: 01527 881402

Number of Properties	Regularisation Charge No VAT payable	Additional Charge (Where no Electrical Certificate can be provided)
1	780.00	110
2	1070.00	215
3	1355.00	320
4	1860.00	425
5	1885.00	530

TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING

Type of work	Regularisation Charge No VAT payable	Additional Charge (Where no Electrical Certificate can be provided)
Extension where the total floor area does not exceed 10m ² or the conversion of an attached garage into a habitable room	425.00	110
Extension where the total floor area exceeds 10m ² but does not exceed 40m ²	620.00	110
Extension where the total floor area exceeds 40m ² but does not exceed 60m ²	825.00	110
Extension where the total floor area exceeds 60m ² but does not exceed 200m ²	1040.00	110
Loft conversions	590.00	110
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ²	425.00	110
Window replacement	225.00	n/a
Electrical work	290.00	n/a
Other domestic alterations costing less than £3000 which are separate from but are to be undertaken at the same time as the main project	85.00	55

TABLE C: ALL OTHER WORK – ALTERATIONS

Estimated cost of work	Regularisation Charge No VAT payable
£0 to £5,000	300.00
£5,001 to £15,000	465.00
£15,001 to 25,000	570.00
£25,001 - £35,000	700.00
£35,001 to £50,000	895.00

For office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402

These charges have been set on the following basis:

- 1. That the building work does not consist of, or include innovative or high risk construction techniques and / or the duration of the building work from commencement to completion does not exceed 12 months.**
- 2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.**

North Worcestershire Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

DESCRIPTION	CHARGE (inc VAT at 20%)
ARCHIVED APPLICATIONS	
Process request to re-open archived building control file, resolve case and issue completion certificate	£65 administration fee
Each visit to site in connection with resolving archived building control cases	£65 per site visit
WITHDRAWN APPLICATIONS	
Process request	£40 administration fee
With additional fees of.....	
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee less £65 per site visit made
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £65 per site inspection made
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS	
Process request to re-invoice inspection fee to new addressee	£40 administration fee
Issue copy of previously issued completion certificate or Approval / Acceptance document	£11 plus 10 pence per A4 sheet
OPTIONAL CONSULTANCY SERVICES	£80 per hour