



Email. [buildingcontrol@monmouthshire.gov.uk](mailto:buildingcontrol@monmouthshire.gov.uk)

Telephone. (01633) 644833

*'Helping people design and construct safe and sustainable buildings'*

## **REGULARISATION APPLICATION FOR UNAUTHORISED BUILDING WORKS**

(Carried out on or after 11<sup>th</sup> November 1985)  
The Building Act 1984 & The Building Regulations 2010 (as amended)

### **Application Notes**

***Applicant / Owner may apply in writing for a Regularisation Certificate, this form will be classed as a statement which is made in accordance with Regulation 18 – Building Regulations 2010***

### **Regularisation Charge (retrospective applications)**

The charge required when depositing an application for Regularisation is 100% of the appropriate Charge listed in the tables A, B or C (see Monmouthshire Building Control Charges) **excluding** VAT, **however an additional 50% premium added to it.** This type of work is exempt VAT. E.g. an unauthorised loft conversion less than 60m<sup>2</sup> will attract a charge of £600 (vat not applicable) plus 50% = £900

**We as a local Authority may require the applicant / owner to take reasonable steps to ascertain the extent of the works, this may include laying open of unauthorised work, making tests and/or taking samples to ensure the relevant requirements are met.**

Your personal information will be used only for the purposes of processing your application and will be processed in accordance with the Data Protection Act 1998.

**1. Application Type**

REGULARISATION

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**2. Location of building work**

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

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**3. Applicant details**

Name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicants preferred method of contact:

Tel  Mobile  E-mail  Text

Applicants preferred method of receiving documents/notices:

Letter  E-mail

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**4. Agents details (if applicable)**

Name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Agents preferred method of contact:

Tel  Mobile  E-mail  Text

Agents preferred method of receiving documents/notices:

Letter  E-mail

***If agent appointed, do you want us to send correspondence to applicant also? Yes / No (please circle)***

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**5. Description of work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**6. No. of storeys (including basements):** Existing \_\_\_\_\_ Present \_\_\_\_\_

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**7. Use of the building**(i.e. domestic, commercial, industrial, assembly (please specify))

Existing \_\_\_\_\_ Present \_\_\_\_\_

If non-domestic, please clarify whether the building (or part of) will be put to a use which is designated under Fire Safety Regulatory Reform Order 2006: Yes / No (please circle)

***If yes please submit an additional set of drawings***

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**8. Drainage provision**

Existing: Foul water \_\_\_\_\_ Surface water \_\_\_\_\_ Means of water supply \_\_\_\_\_

Proposed: Foul water \_\_\_\_\_ Surface water \_\_\_\_\_ Means of water supply \_\_\_\_\_

*i.e. Mains, Septic Tank*

*i.e. Mains, Soakaway*

*i.e. Mains, Spring, Boreholes, Well*

**9. Charges (See Monmouthshire Building Control charges notes)**

*Please note: If your application is for **multiple work** then you may be required to **pay more than one charge**.*

Type of work		Fee Enclosed
<b>Extension(s)</b> (see table B)  <input type="checkbox"/>	0-10m2 <input type="checkbox"/> 10-60m2 <input type="checkbox"/> 60-80m2 <input type="checkbox"/> If over 80m2, please provide an estimated cost of the work, this will then fall into the	£ _____
<b>Domestic Garage(s)</b> (see table B)  <input type="checkbox"/>	If over 60m2, please provide an estimated cost of work, this will then fall into the "alteration work" category below.	£ _____
<b>Loft conversion</b> (see table B)  <input type="checkbox"/>	If over 60m2, provide an estimated cost of the work, this will then fall into the "alteration work" category.	£ _____
<b>Other work</b> (see table B)  <input type="checkbox"/>	Replacement windows <input type="checkbox"/> Electrical installation <input type="checkbox"/> Alteration to single thermal element <input type="checkbox"/> Alteration of multiple thermal element <input type="checkbox"/> Solar Panels/PV panels <input type="checkbox"/> Solid Fuel Appliance (e.g. log burner) <input type="checkbox"/>	£ _____ £ _____ £ _____ £ _____ £ _____ £ _____
<b>All Alteration Work</b> (See table C)  <input type="checkbox"/>	Estimated cost of work £ _____ Description of work: _____ _____	£ _____
<b>All Non-Domestic work</b> (see table C)  <input type="checkbox"/>	Estimated cost of work £ _____  E.G. Industrial/commercial	£ _____
<b>Total Enclosed:</b>		£ _____

Do you require a receipt? Y / N

If your fee has been agreed prior to making this application, please clarify the following:

i. Officer's name \_\_\_\_\_ ii. Date agreed \_\_\_\_\_

**10. Planning Permission**

Please clarify the reference no. and approval date (*if applicable*).

Ref: DC/ \_\_\_\_\_ Approval Date: \_\_\_\_\_

**11. Regularisation certificate**

Do you require a Regularisation certificate?

Y / N

If yes, where shall we send it?

Agent  Applicant  Other (please specify name/address)

*Please note there will be no extra charge for the initial certificate.*

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**12. Statement**

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 18 – Building Regulation 2010

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**A site location plan (min scale 1:1250) is required to be submitted with this application**

**13. Part P (Electrical Safety) – Domestic applications**

Please indicate which of the following methods you used in order to demonstrate that all fixed electrical installations work associated with this application has been designed, installed, inspected and tested in accordance with BS 7671: 2001 (as amended).

- a. Competent person scheme
- b. BS 7671 certificate
- c. Building Control Body
- d. Don't know
- e. No electrical work applies

**Type of Heating system(s)** Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**For Official use only**

## Application form Checklist

To ensure the smooth running/registration of your application, please take a few moments to run through our checklist and include with your application.

Please TICK ✓

- 1.) Have you used the most recent fee guide (applicable from 1<sup>st</sup> April 2014) ?
- 2.) Have you included **ALL** elements of building works?
- 3.) Have you included your Cheque (payable to Monmouthshire County Council or MCC)?
- 4.) If your work falls within Table C (Estimated cost of works), have you applied a realistic **commercial** value to the work?  
(If not, a builders estimate may be required)
- 5.) Have you provided drawings to show the works carried out and a site plan with your **Regularisation Application** ?
- 6.) Is the correct fee enclosed (i.e amount Less VAT + 50%)?

If you require any assistance with your application, please contact the relevant Building Control Surveyor for your area (refer to <http://www.monmouthshire.gov.uk/buildingcontrol/> )

Now please send your completed form, along with all the necessary information and cheque to:

**Building Control Department, County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA**