



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

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*'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 processed in accordance with our Privacy Notice of which a summary is attached.

**1. Application Type**

REGULARISATION

☐

**2. Location of building work**

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

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

**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 ☐

**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 ☐

**5. Description of work (Include all elements of Building Work)**

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

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

**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 2005: Yes ☐ No ☐

*If yes please submit an additional set of drawings*

**8. Drainage provision**

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

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

Are you aware of any public sewers within your boundaries?

Yes ☐ No ☐

**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 – 10 m2 <input type="checkbox"/> 10 – 60 m2 <input type="checkbox"/> 60 – 80 m2 <input type="checkbox"/> If over 80m2, please provide an estimated cost of the work, this will then fall into the “Alteration work” category below.	£ _____
<b>New 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) All work that doesn't fall in tables A & B <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>		£ _____

**10.** Do you require a receipt? Yes ☐ No ☐

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

- i. Officer's name: \_\_\_\_\_
- ii. Date Agreed: \_\_\_\_\_

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**11. Planning Permission**

Have you checked if Planning Permission was required for this development? Yes ☐ No ☐

Planning Officers Name \_\_\_\_\_

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

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

**12. Regularisation certificate**

Do you require a Regularisation Certificate ? Yes ☐ No ☐

If yes, where shall we send it?

Applicant ☐ Agent ☐ Other (please specify name/address) ☐

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

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**13. 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**

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

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installations work associated with this application will be 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 \_\_\_\_\_ Present: \_\_\_\_\_

**For Official use only**

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**4. Please Check the Boxes**

- 1.) Have you used the most recent fee guide (**Monmouthshire Building Control charges applicable from 1<sup>st</sup> April 2018**) ? ☐
- 2.) Have you included **ALL** elements of building works? (see Monmouthshire Building Control Charges: **Examples, combination of work types (Domestic Properties)** ) ☐
- 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 and a site plan with your **Regularisation Application**? ☐
- 6.) Is the correct fee enclosed (i.e amount less VAT + 50%)? ☐

If necessary please add any relevant comments here :

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/> ) – building control area list.

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**

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# Data Privacy Summary Notice

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## How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to fulfil our legal obligation. Without this information, the Building Control Department within MCC may not be able to fulfil your request for a regularisation application.

Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please click the following link:

<http://www.monmouthshire.gov.uk/app/uploads/2018/04/ENTPH001-Privacy-Notice.docx>

Should you need to make a complaint about the way your data has been processed, please contact [dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk) or if you are not fully satisfied you may contact the Information Commissioner's Office online at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or via their helpline: 0303 123 1113