REGULARISATION APPLICATION FOR UNAUTHORISED BUILDING WORKS

(Carried out on or after 11th 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 60m² 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

2. Location of building work
Address: 
Postcode: 

3. Applicant details
Name/s: 
Address: 
Postcode: 
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: 
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)

5. Description of 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 2006:  Yes / No (please circle)

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  ___________
  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.

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

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.

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 1st 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