



Email. 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 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 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	
Extension(s) (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.	
New Domestic Garage(s) (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.	
Loft conversion (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.	
Other work (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"/> £ _____	
All Alteration Work (See table C) All work that doesn’t fall in tables A & B <input type="checkbox"/>	Estimated cost of work £ _____ Description of work: _____ _____ _____	
All Non-Domestic work (see table C) <input type="checkbox"/>	Estimated cost of work £ _____ E.G. Industrial/commercial	
Total Enclosed:		£ _____

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: _____

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. Sustainable Drainage Systems Approving Body (SAB) Approval (applies to surface water only)

Was SuDS approval required? Yes No

If yes, please clarify the reference no. and approval date (if known)

Ref: _____ Approval Date: _____

13. 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.

14. 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: _____

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15. Please Check the Boxes

- 1.) Have you used the most recent fee guide (**Monmouthshire Building Control charges applicable from 1st 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

Data Privacy Summary Notice

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 or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113