

REGULARISATION APPLICATION FOR UNAUTHORISED BUILDING WORKS

(CARRIED OUT ON OR AFTER 11TH NOVEMBER 1985) THE BUILDING ACT 1984 & THE BUILDING REGULATIONS 2010 (AS AMENDED)

‘Helping people design and construct safe and sustainable buildings’

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 £690.00 (vat not applicable) plus 50% = £1,035.00

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.

Data Protection - Your personal information will be processed in accordance with our Privacy Notice of which a summary is attached.

Telephone. (01633) 644833

Email. buildingcontrol@monmouthshire.gov.uk

1. Location of building work

Address: _____

Postcode: _____

2. Applicant details

a. Name(s): _____

b. Address: _____

c. Postcode: _____

d. Home Tel number: _____

e. Mobile number: _____

f. Email Address: _____

g. Preferred method of contact:
Tel ☐ Mobile ☐ Email ☐ Text ☐

h. Preferred method of receiving documents/notices:
Letter ☐ Email ☐

3. Agents details (if applicable)

a. Name(s): _____

b. Address: _____

c. Postcode: _____

d. Landline no.: _____

e. Mobile no.: _____

f. Email Address: _____

g. Preferred method of contact:
Tel ☐ Mobile ☐ Email ☐ Text ☐

h. Preferred method of receiving documents/notices
Letter ☐ Email ☐

If agent appointed, do you want us to send correspondence to applicant also?

Yes ☐ No ☐

4. Description of building work (include all elements of building work(s))

5. No. of storeys (including basements)

a. Existing: _____

b. Present: _____

6. Use of the building

- a. Existing: Domestic ☐ Commercial ☐ Industrial ☐ Assembly ☐
☐ Other, please specify _____
- b. Proposed: Domestic ☐ Commercial ☐ Industrial ☐ Assembly ☐
☐ Other, please specify _____
- c. If non-domestic, please clarify whether the building (or part of) will be put to a use which is designated under the Fire Safety Regulatory Reform Order 2005:
Yes ☐ No ☐

7. Drainage provision (if applicable to building works)

- a. Existing:
- i. Foul water: Mains ☐ Septic Tank ☐ Sewage Treatment Plant ☐ Cesspool ☐
Reed bed ☐ Not sure ☐ Other, please specify ☐ _____
 - ii. Surface water: Mains ☐ Soakaway ☐ Sustainable Drainage Systems (SuDS) ☐
Not sure ☐ Other, please specify ☐ _____
 - iii. Means of water supply: Mains ☐ Spring ☐ Borehole(s) ☐ Well ☐ Not sure ☐
Other, please specify ☐ _____
- b. Present:
- i. Foul water: Mains ☐ Soakaway ☐ Sustainable Drainage Systems (SuDS) ☐
Not sure ☐ Other, please specify ☐ _____
 - ii. Surface water: Mains ☐ Septic Tank ☐ Sewage Treatment Plant ☐ Cesspool ☐
Reed bed ☐ Not sure ☐ Other, please specify ☐ _____
 - iii. Means of water supply: Mains ☐ Spring ☐ Borehole(s) ☐ Well ☐ Not sure ☐
Other, please specify ☐ _____
- c. Are you aware of any public sewers within your boundaries?
Yes ☐ No ☐

8. Planning Permission

Have you checked if Planning Permission was required for this development?

Yes ☐ No ☐

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

Ref no.: _____

Approval date: _____

Planning Officers name: _____

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

SAB Approval is required when a house/extension or developments construction area is 100m² or over. [More info](#)

Was SuDS approval required? Yes ☐ No ☐

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

Ref no.: _____

Approval date: _____

10. Fees

(See Monmouthshire Building Control [guidance notes](#) and [fees including payment methods](#))

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

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

Officer's name: _____

Date Agreed: _____

Fee Amount Agreed: _____

Type of work	Description	Fee(s)
New Dwelling(s)	One new dwelling (less than 300m2)	£
	One new dwelling (more than 300m2), 2 or more new dwellings or flats	Please agree a fee with the Building Control surveyor
Extension(s)	0 - 10m2 internal floor area	£
	10 – 60m2 internal floor area	£
	60 – 80m2 internal floor area	£
	Over 80m2 internal floor area	Please provide an Estimated Cost in All Alteration Work below
New Domestic Garage (s)	0 – 60m2 floor area	£
	Over 60m2 floor area	Please provide an Estimated Cost in All Alteration Work below
Loft conversion	0 – 60m2 floor area	£
	Over 60m2 floor area	Please provide an Estimated Cost in All Alteration Work below
Other	Replacement windows	£
	Electrical installations	£
	Solar/PV Panels	£
	Solid Fuel Appliance (e.g. wood burner)	£
Alteration to a single thermal element (e.g. a floor or a wall or a roof)	Adding insulation to either a floor or a wall or a roof, internally or externally	£
Alteration of multiple thermal elements (e.g. a floor and wall)	Adding insulation to 2 or more elements e.g. a floor and a wall or a wall and a roof, or a floor, wall and roof, internally or externally	£
All Alteration Work	Estimated Cost: _____	£
All Non-Domestic Work	Estimated Cost: _____	£
Total Fee Due		£

Please let us know your preferred payment method:

- ☐ Online at <https://www.monmouthshire.gov.uk/building-control/pay-online/?preview=true>
☐ By phone using credit/debit card – Call us on 01633 644833
☐ By Cheque made payable to “Monmouthshire County Council”

Do you require a receipt? Yes ☐ No ☐

11. 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.

12. Part P (Electrical Safety) – Domestic applications (if applicable to building works)

Please indicate which method you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS 7671:2001 (as amended).

No electrical work applies ☐

Competent Person Scheme (e.g. NICEIC, NAPIT, ELESCA registered person(s) etc.) ☐

Building Control Body ☐

BS 7671 certificate ☐

Don't know ☐

13. Type of Heating system(s) (if applicable to building works)

a. Existing: Oil ☐ Gas ☐ Electric ☐ Solid Fuel ☐ Air source heat pump ☐ Ground source heat pump ☐ Don't know ☐ Other, please specify ☐ _____

b. Present: Oil ☐ Gas ☐ Electric ☐ Solid Fuel ☐ Air source heat pump ☐ Ground source heat pump ☐ Don't know ☐ Other, please specify ☐ _____

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: _____

15. Checklist

- ☐ Have you included **ALL** elements of the building works?
(See Monmouthshire Building Control [guidance notes](#) for examples of domestic combination of work types)
- ☐ Have you applied a **realistic commercial value** to works requiring an estimated cost of the works in the fees table? (if applicable) (If not, a builder's estimate may be required)
- ☐ Have you provided drawings and a site location plan (min scale 1:1250 is required to be submitted with this application) with your **Regularisation Application**?

If you require any assistance with your application, please contact the relevant Building Control Surveyor for your area: <https://www.monmouthshire.gov.uk/building-control/which-surveyor-deals-with-my-application>

If necessary, please add any relevant comments here:

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

By Email to: buildingcontrol@monmouthshire.gov.uk

By Post to: Building Control, County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA

And Pay your fee [here](#).

Data Privacy Summary Notice

How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to perform a public task. Without this information, the Building Control Department within MCC may not be able to fulfil your request for a building notice application or a full plans building regulation 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