

BUILDING REGULARISATION CERTIFICATE APPLICATION FOR UNAUTHORISED BUILDING WORKS

(CARRIED OUT ON OR AFTER 11TH NOVEMBER 1985). THE BUILDING ACT 1984 & THE BUILDING SAFETY ACT 2022, THE BUILDING REGULATIONS 2010 (AS AMENDED)

“Supporting people to design and construct safe and sustainable buildings”

If you need help completing this form, contact your local Building Inspector **here** or

EMAIL: buildingcontrol@monmouthshire.gov.uk or

TELEPHONE: 01633 644833

Application Notes for Regularisation application - Regulation 18

Before completing this form, please read the [Terms of Engagement](#) (This is how we will work together and what to expect).

The applicant 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 Fees and Payment**) **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 £880.00 (vat not applicable) plus 50% = £1,320.00

We as a Local Authority may require the applicant to take reasonable steps to ascertain the extent of the works, this may include laying open of unauthorised work, taking 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.

1. Location of Building Work

Address:

Postcode:

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

3. When was the work carried out?

Date:

(approximately if not known)

4. Applicant details YOU, the person completing this form.

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

Do you want us to send correspondence to any other parties?

☐ Yes ☐ No If yes, who?:

5. Has a Registered Building Inspector visited the site regarding this application?

☐ Yes ☐ No

If yes, name of Inspector:

Visit date:

6. Client details

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

Declaration: I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

Signature of Client:

Date:

7. Principal (or sole) Contractor Details** (Builder or Primary Contractor, where more than one builder or contractor worked on the project)

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

Declaration: I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (duty holders and competence) of these Regulations.

Signature of Principal contractor (or sole contractor):

Date:

Date of Appointment:

8. Principal (or sole/lead) Designer Details** (Architect or person/company who prepared drawings)

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

Declaration: I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (duty holders and competence) of these Regulations.

Signature of Principal designer/Sole or lead designer:

Date:

Date of Appointment:

** If more than one duty holder appointment is made, details and confirmation is required for each duty holder appointed by the client. Add additional contacts and statements as required. This form cannot be used for building regularisation certificate applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made here.

9. Use of the building

Existing	Present
☐ Domestic	☐ Domestic
☐ Flats	☐ Flats
☐ Commercial	☐ Commercial
☐ Industrial	☐ Industrial
☐ Assembly	☐ Assembly
☐ Other, please specify:	☐ Other, please specify:

If non-domestic, please clarify whether the building (or part of) is put to a use which is designated under the Fire Safety Regulatory Reform Order 2005 (This includes offices, shops, factories, hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the Fire Authority.):

☐ Yes ☐ No

10. No. Of storeys (including basements) (if applicable to building works)

Existing:

Present:

11. Height of Building (in metres)

Existing:

Present:

12. Drainage provision (if applicable to building works)

Existing Foul Water	Existing Surface Water	Existing Means of water supply
☐ Mains ☐ Septic Tank ☐ Sewage Treatment Plant ☐ Cesspool ☐ Reed bed ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Soakaway ☐ Sustainable Drainage Systems ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Spring ☐ Borehole(s) ☐ Well ☐ Not sure ☐ Other, please specify:

Present Foul Water	Present Surface Water	Present Means of water supply
☐ Mains ☐ Septic Tank ☐ Sewage Treatment Plant ☐ Cesspool ☐ Reed bed ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Soakaway ☐ Sustainable Drainage Systems ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Spring ☐ Borehole(s) ☐ Well ☐ Not sure ☐ Other, please specify:

Are you aware of any public sewers within your boundaries?

☐ Yes ☐ No ☐ Not sure

If yes, please provide details:

13. Sustainable Drainage Approving Body (SAB) Approval

(applies to surface rainwater only)

SAB Approval is required when a house/extension or developments construction area is 100m² or over. The construction area includes buildings, extensions, hardstanding (driveways, patios, car park etc.) OR the development involves more than one dwelling

[For further information, contact the SAB team here](#)

Was a SAB approval required? ☐ Yes ☐ No

(SAB approval should have been granted before works start on site – this is separate from the Building Control process)

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

Ref no.:

Approval date:

14. Planning Permission

Planning Permission and Building Regulations are separate processes.

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

☐ Yes ☐ No

If yes, did the work require Planning Permission?

☐ Yes ☐ No

Planning reference number:

Approval Date:

Planning Officers name:

15. Part P (Electrical Safety) - Domestic applications only (if applicable to the building works)

Please indicate which method was used to demonstrate that all fixed electrical installation works associated with this application was designed, installed, inspected and tested in accordance with BS 7671:2001 (as amended). Your electrician, builder or architect should normally be able to advise which option applied.

- ☐ 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

16. Type of Heating system(s) (if applicable to the building work)

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

17. Regularisation Certificate

Where/who shall we send the Regularisation Certificate to?

Name:

If not named previously on this form, please include contact details:

18. Statement

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

Signed:

Name (print):

Date:

19. Fees

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

Inspector's name:

Date Agreed:

Fee Amount Agreed:

Who is the person responsible for settling the fee?

Name:

If not named previously on this form, please include contact details:

See links - Monmouthshire Building Control [Guidance notes](#) and [fees including payment methods](#).

If your application involved multiple work (e.g. an extension **and** other work carried out such as; structural opening, installation of a treatment plant, or thermal elements that were not directly associated with the extension,) then you may be required to pay more than one charge. If you are unsure which fee applies, please contact your [Building Inspector](#).

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 Fees and Payment](#)) **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 £880.00 (vat not applicable) plus 50% = £1,320.00

Are you exempt from paying fees under The Building (Local Authority Charges) Regulations 2010; Regulation 4? To check eligibility, contact your [Building Inspector](#).

☐ Yes ☐ No

If yes, have you included documentation to support this exemption?

☐ Yes ☐ No

Do you require a receipt?

☐ Yes ☐ No

Please let us know your preferred payment method:

☐ Online at [Fees and Payment - Monmouthshire](#)

☐ By phone using credit/debit card – Call 01633 644355, quoting Building Regulations, please use the first line of the address as a reference or reference number (if known)

☐ By Cheque made payable to "Monmouthshire County Council"

Type of work	Description	Please tick applicable fees	Fee(s) (excluding VAT + 50% premium)
New Dwelling(s)	One new dwelling (less than 300m2)	☐	£2,040.00
	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	☐	£960.00
	10 – 60m2 internal floor area	☐	£ 1,320.00
	60 – 80m2 internal floor area	☐	£ 1,560.00
	Over 80m2 internal floor area	☐	Please provide an Estimated Cost in All Alteration Work below
New Domestic Garage(s)	0 – 60m2 floor area	☐	£960.00
	Over 60m2 floor area	☐	Please provide an Estimated Cost in All Alteration Work below
Loft conversion	0 – 60m2 floor area	☐	£1,320.00
	Over 60m2 floor area	☐	Please provide an Estimated Cost in All Alteration Work below
Other	Replacement windows	☐	£420.00
	Electrical installations	☐	£720.00
	Solar/PV Panels	☐	£420.00
	Solid Fuel Appliance (e.g. wood burner)	☐	£420.00
Alteration to a single thermal element	Adding insulation to either a floor or a wall or a roof, internally or externally	☐	£420.00
Alteration of multiple thermal elements	Adding insulation to 2 or more elements e.g. a floor <u>and</u> a wall or a wall <u>and</u> a roof, or a floor, wall <u>and</u> roof, internally or externally	☐	£480.00
All Alteration Work	Please see Table C here The Estimated Cost:	☐	£
All Non-Domestic Work	Please see Table C here The Estimated Cost:	☐	£
Total Fee Due			£

20. Checklist

- ☐ Have you included **ALL** elements of the building works? For examples see Monmouthshire Building Control [guidance notes](#)
- ☐ Please tick to confirm you have read the [Terms of Engagement](#)
- ☐ 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 sketch drawings (to establish the extent of the work to be carried out) and a site location plan required to be submitted with this application)?
- ☐ Have you paid before submitting your Regularisation?

If you require any assistance with your application, please contact the relevant [Registered Building Inspector for your area](#)

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 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: [Privacy Notice - Monmouthshire](#)

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

For complaints, contact the Welsh Government, Building Regulations team, 2nd floor, Cathays Park, Cardiff