

MAKING AN APPLICATION FOR A REGULARISATION CERTIFICATE

Where unauthorised works have been carried out it may be possible to make a retrospective Building Regulations application and obtain a Regularisation Certificate. However, it is in your best interests to ensure an application is made prior to the works being carried out as it is an offence under the Building Act 1984 to carry out works to which the regulations apply without making such an application, and enforcement action may be undertaken by the local authority.

An application for a Regularisation certificate may be made in the following instances.

- Where the works have been carried out on or after 11 November 1985 and either
- No prior application (Full Plans or Building Notice) was made for the works, or
- No notice of commencement of the works was given

In all cases where an application is made, in addition to completing an application form and submitting the relevant fee, additional information in support of the application should be provided, as follows. You may need to seek the services of a designer/architect in order to provide this information;

- Plans and specification details describing the unauthorised work
- Further plans and details showing additional works necessary to secure compliance with the regulations in force at the time the work was carried out.

Following an assessment of the information provided an inspection of the unauthorised works will be carried out and a letter/report provided. This will specify parts of the works, if any, that need to be uncovered or exposed to verify compliance with the regulations. Also, at this point or after any subsequent uncovering of the works the local authority may specify further works that are required.

Please note that where sufficient information and/or evidence of the suitability of the construction cannot be obtained it will not be possible to issue the Regularisation certificate.

It is advisable to submit the application as soon as possible in order to allow sufficient time for the assessment of the works to be carried out.

If you require any further guidance in making an application please visit our website on www.buildingcontrolmk.com or call us on 01908 252403.