



## REGULARISING UNAUTHORISED WORKS

This procedure allows for the regularisation of unauthorised building works that have been carried out without the giving of a building notice or deposit of full plans, or without giving notice of commencement of work.

It does not replace the Council's enforcement powers nor does it provide a short cut for those who did not follow the correct procedure.

### Regularisation procedure

There is no obligation for either an owner to make such an application nor for the Council to issue a certificate where they cannot be reasonably satisfied that the works comply with the building regulations. The charge made for an application is not refundable if a certificate cannot be issued.

In order to assess whether compliance with Building Regulations has been achieved, the Council may ask the applicant to 'open up' parts of the work. This will necessitate a reasonable level of co-operation between the applicant and the Council.

An application for a Regularisation Certificate can only be made where,

- a) The work commenced on or after 11<sup>th</sup> November 1985,
- b) The work came under the scope of the Building Regulations, and
- c) Notification was not given to the local authority (see first paragraph above).

### Applying for a Certificate

Complete and submit a 'Notification Form' to Building Control Services with payment of the appropriate charge (refer to the 'Scheme of Charges') together with,

- So far as is reasonably practical, a plan of the unauthorised work, and
- So far as is reasonably practical, a plan showing any additional work required to secure that the unauthorised work complies with the building regulations applicable to the work.

It is our aim to acknowledge the application within 2 working days of receipt.

### Issue of a Certificate

1. Upon receipt of our acknowledgement you must contact the surveyor for the project (name and contact details on the acknowledgement), who will then arrange to carry out an inspection.
2. Upon carrying out an inspection he will inform you whether work needs to be opened up for inspection and, or, what additional works are required.
3. If and when he is satisfied that the works comply with the Building Regulations, he will issue a Regularisation Certificate.

The Certificate will indicate that after taking reasonable steps for that purpose, the Council is satisfied that the unauthorised works are in compliance with the relevant requirements of the Building Regulations. The Certificate shall be evidence (but not conclusive evidence) that the relevant requirements specified in the Certificate have been complied with.