

Building Regularisation Certificate Application Form (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended).

1 Applicant details

Name

Address (incl postcode)

.....

Phone

Email

2 Location of site to which the building work relates

Address (incl postcode)

.....

.....

3 Unauthorised works and approximate date the work started and completed

Description of the unauthorised work

.....

.....

Date of works

.....

4 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 18](#) and is accompanied by the appropriate charge.

I / we apply for a Regularisation Certification as described on this form and as detailed on any supplementary documents.

Signature

On behalf of

insert applicants name where the declaration is made by an agent

Date

Please email completed form to: buildingcontrol@waverley.gov.uk

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](#).

Notes

1. Regularisation only applies to unauthorised work commenced or after 11 November 1985.
2. Please complete this form and submit with site plan, plans and particulars showing any additional work required to be carried out to ensure that the unauthorised work complies with the requirements of the Building Regulations, in accordance with the provisions of Building Regulation 18.
3. The regularisation charge is calculated in accordance with current charge regulations. A Guidance Note on charges is available separately.

There is no entitlement to a refund of any regularisation charge paid, even where the Local Authority is not able to determine whether the work complies with the relevant requirements.

4. Regularisation does not prejudice the powers of a local authority under Section 36 of the Building Act 1984 or of any other statutory requirement or enactment affecting the building.
5. Where a local authority receives a request for regularisation, they may require the applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met. If an applicant is unwilling to comply with any reasonable request, he/she runs the risk that the local authority will be unable to judge whether the work satisfies the applicable Regulations.
6. These notes are for guidance only. Particulars regarding regularisation are contained in Regulation 18 of the Building Regulations 2010 and in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
7. Persons who have carried out building works or made a material change of use of a building are reminded that permission may have been required under the Town and Country Planning Acts.
8. Further information and advice concerning the Building Regulations and Town Planning matters may be obtained from the Council Offices.
9. Where electrical work is carried out and not registered by an electrician under a Part P Competent Persons Scheme, an additional fee/application will be required for the inspection of this work.

10. Privacy Notice

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information for the purpose of processing your building regulations application and will not use it for any other Council purpose, unless we have your consent, or this is provided by law.

The information provided in the above application form will only be shared with the parties detailed on the form and any other relevant person or body involved in the processing of the application. This includes other local authorities in the case of partnership applications, the fire service (where consultations are required) and/or external plan checkers/consultants engaged by the Council.

If you make payment by debit or credit card, the information will be processed by banking services providers in accordance with the Payment Card Industry's Data Security Standards.

The Council will keep hold of your information for 15 years.