

CITY OF
WOLVERHAMPTON
COUNCIL

Building Control

Telephone No : 01902 555595
Email: building.control@wolverhampton.gov.uk

Building Regularisation Certificate Application

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

Applicant details:

Name

Address (incl postcode)

.....

Phone

Email

Location of site that building work relates to:

Address (incl postcode)

.....

.....

Unauthorised works:

Description of unauthorised works

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Notes

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 via [Managing building control approval applications for higher-risk buildings - GOV.UK \(www.gov.uk\)](#)

- 1 The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building.
 - 2 The regularisation certificate application should be accompanied by the following:
 - a. Application Form.
 - b. Plans of unauthorised work.
 - c. Plans showing any additional or proposed work required to be carried out to secure compliance with the requirements of the Building Regulations.
 - 3 The fee payment can be made via card, by calling 01902 555595 or by cheques made payable to "City of Wolverhampton Council". The appropriate fee is dependant upon the type of work that has been carried out. Fee scales and methods of calculation are set out in the Guidance Notes on fees which is available on request.
 - 4 Charge exempt work for registered disabled people:
 - a. The work is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for
 - b. providing facilities designed to secure their greater health, welfare or convenience, and
 - c. Is to be, or has been carried out in relation to:
 - i. A building to which members of the public are admitted (whether by payment or otherwise), or
 - ii. A dwelling, which is, or is to be, occupied by a disabled person.
 - 5 The regularisation certificate procedure does not replace the enforcement powers contained in Section 36 of the Building Act 1984 which remain available to the Local Authority.
 - 6 These notes are for general guidance only, particulars regarding the deposit of a regularisation certificate application are contained in Regulation 18 of the Building Regulations 2010.
 - 7 Persons who have undertaken unauthorised building work or who are owners of such a building are reminded that permission may be required under Town and Country Planning Acts and enforcement action may be taken by the Local Authority if deemed appropriate.
 - 8 In accordance with section 16(12) of the Building Act you may agree for the date to make a decision on the plans to be extended from five weeks to two months from the date the plans were deposited. Further information and advice concerning the Building Regulations and Planning matters may be obtained by emailing Building Control at building.control@wolverhampton.gov.uk or City Planning at planning@wolverhampton.gov.uk
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