

**Application for a Regularisation Certificate**

• The Building Act 1984 • The Building Regulations 2010

**Building Consultancy**

Place  
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File Number:

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. **PLEASE USE BLOCK CAPITALS.**

<p><b>1 Applicant's details</b> (see note 1)</p> <p>FirstName: .....</p> <p>Surname: .....</p> <p>Address: .....</p> <p>.....</p> <p>Post Code: .....</p> <p>Tel: .....</p> <p>E-mail: .....</p>	<p><b>2 Agents details:</b> (If applicable)</p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>Post Code: .....</p> <p>Tel: .....</p> <p>E-mail: .....</p>
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**3 Location of building to which work relates**

**Address:** .....

Post Code: .....

**4 Work Carried Out:**

Description of work: .....

.....

**Builders details** (if applicable)

Name: .....

Address: .....

Post Code: ..... Tel: ..... E-mail: .....

**5 Charges:**

Information relating to building regulation charges are included on the following page. Important information is included in this section and it is **essential for your application to be fully validated.**

**6 Services:** (If details are not known please state 'Not Known')

Means of water supply: .....

Foul Water: ..... Surface Water: .....

**7 What was the previous use of the building?** .....

**What is the present use of the building?** .....

**8 Date Work Carried Out:** (If not known give approximate date)

**Date Commenced** ..... **Date Completed** .....

**Statement**

This notice is given in relation to the unauthorised building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee. I understand that the local authority may require me to take such reasonable steps, including laying open the unauthorised work for inspection by the Authority, making tests and taking samples, as the Authority think appropriate to ascertain that work, if any, is required to secure that the relevant requirements are met. The use of the completed buildings **\*IS/IS NOT** a building to which the Regulatory Reform (Fire Safety) Order 2005 applies. The property **\*IS/IS NOT** Council owned.

*\*delete as appropriate*

Name: ..... Signature: ..... Date: .....

a	<b>Charges:</b> Please complete the following details to indicate how the submitted charge has been determined:		
		Number, Floor Area or Estimated cost	Fee Submitted
	Table 1 – New Dwelling or ‘Flat’ Applications	No of Dwellings	£ .
	Table 2A – Domestic Extensions	Category 1-6	£ .
	Table 2B – Domestic Alterations	Category 1-5	£ .
	Table 3A – Non-domestic Ext’s/New Build	Category 1-4	£. .
	Table 3B – Ind and Storage Ext’s/New Build	Category 1-3	£ .
Individually Determined Charge	Reference No	£ .	

b	<b>Work Exempt from Charges:</b> (note 4) Is the work to be undertaken for the benefit of a registered disabled person? Please circle option:	Yes
		No

c	<b>Extension of Time:</b> (see note 8) If required to complete the checking of this application do you agree to an extension of time? Please circle option:	Yes
		No

**Notes**

- 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 **DUPLICATE** copies of the following:
  - a. Application Forms.
  - 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.
  - d. A further two copies of plans are required for applications that involve buildings to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after the work is completed.
- 3 The fee payment should be made with the use of a fee payment form F.P.1 and cheques made payable to “Wolverhampton City 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 providing facilities designed to secure their greater health, welfare or convenience, and
  - b. 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.
- 9 Further information and advice concerning the Building Regulations and Planning matters may be obtained from:  
Regeneration and Environment  
Civic Centre  
St Peter’s Square  
Wolverhampton  
WV1 1RP