

# Regularisation Certificate Application (England) Notes and Checklist



	Is a Regularisation Certificate Application suitable?	Regulation	Is this applicable? Yes or No
1	<b>Was the unauthorised building work before the 11th November 1985?</b> Any building work carried out before 11th November 1985 is not eligible to be regularised.	<a href="#">18(1)</a>	<b>Yes No</b> Tick as appropriate
2	<b>Is the building work etc., in relation to higher-risk building work?</b> A regularisation certificate application given to the local authority is not appropriate in these circumstances. Regularisation certificate applications for building work to higher-risk buildings can be made <a href="#">here</a> .	<a href="#">2B</a>	<b>Yes No</b> Tick as appropriate
3	<b>Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?</b> If so, <a href="#">Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010</a> (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and a building regularisation certificate application is not appropriate.	<a href="#">19 - Building (Approved Inspectors etc.) Regulations 2010</a>	<b>Yes No</b> Tick as appropriate

If the response to all the questions above is 'no' then an application for a regularisation certificate is appropriate for the proposed work. Where the response is 'yes' for row 2, an application should be made to the Building Safety Regulator. Where the response is 'yes' to any other row, the application for a regularisation certificate is not appropriate.

	Is additional information required	Regulation	Included or not applicable? Tick as appropriate
1	So far as is reasonably practicable, a plan of the unauthorised work is required.	<a href="#">18(2)(c)</a>	<b>Included</b> <b>Not applicable</b>
2	So far as is reasonably practicable, provide a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out.	<a href="#">18(2)(d)</a>	<b>Included</b> <b>Not applicable</b>
3	A fee will be payable before your Regularisation Certificate Application can be accepted. Please contact building control for further details.		<b>Included</b> <b>Not applicable</b>
4	If the building works include the installation of a solid fuel stove or new electrical circuit(s) and there isn't a building control compliance certificate available from a member of a competent person scheme (CPS) additional fees may be required to check these works meet with the necessary building control requirements.		<b>Included</b> <b>Not applicable</b>

# Regularisation Certificate Application (England) Notes and Checklist

Further Information	Regulation
<p>Unauthorised building work means building work, other than work in relation to which an initial notice, an amendment notice, a public body's notice or a regulator's notice has effect, which is done without:</p> <ul style="list-style-type: none"><li>• a building notice being given to the local authority</li><li>• an application for building control approval with full plans of the work being given to the local authority or:</li><li>• a notice of intention to start work being given to the local authority, in accordance with <a href="#">Regulation 16(1)</a>, where a building notice has been given or an application for building control approval with full plans of the work has been given.</li></ul>	<a href="#">18(8)(a)</a>

---

This document provides information for some of the more common building work scenarios. Reference should always be made to the Building Regulations 2010 (as amended) for full details.

Ring us on 01235 422700  
Where we are: Abbey House, Abbey Close, Abingdon OX14 3JE  
Web: [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk) & [www.southoxon.gov.uk](http://www.southoxon.gov.uk)  
Email: [building.control@southandvale.gov.uk](mailto:building.control@southandvale.gov.uk)