

# How to make a Regularisation application

Nottingham Building Control  
Loxley House Station Street  
Nottingham NG2 3NG

[Edition 1, Volume 1]

## Regularisation

### The legal requirements

If you've done work illegally without building regulation approval, you can apply for retrospective approval. This is called a Regularisation Application.

It must be stressed that by not applying for regulation approval before the works take place will cause you a great inconvenience at a later date.

When this work has been satisfactorily completed, or if no further work is necessary, a Regularisation Certificate will be issued.

Loft conversions and structural alterations, such as the removal of a chimney breast are common alterations, which are overlooked with regards to Building Regulations. Not only will it prove difficult to sell your house, but also the

*The work in question may have to be opened up for inspection purposes; this will cause you inconvenience as well as time and money.*

Inspections will be carried out to ascertain whether or not the work complies with Building Regulations. This may necessitate opening up of the works, carrying out tests and/or sampling of materials. Detailed drawings and a full specification of work carried out may be required.

The applicant will be notified of any further work required to bring the building to the requisite standards in force when the original work was carried out.

building work may not comply with the regulations and you could be living in an unsafe building. Whilst there is no legal requirement to apply for a Regularisation Certificate, there is definitely a legal requirement to comply with Building Regulations.

Failure in this regard is not only an offence in law but may create problems when the property changes ownership.

## 11<sup>th</sup> November 1985

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Until recently, Building Regulations made no provision for the approval of unauthorised work.

This created problems in the conveyancing of property when such work was identified.

This issue was addressed by the introduction of the Regularisation procedure, whereby unauthorised work could be certified by Building Control, bringing it in line with the relevant Regulatory requirements.

Where unauthorised work has been carried out, with no notice given nor plans submitted, an application can be made to us for a Regularisation Certificate. Regularisation applications can be made for both domestic and non-domestic works commenced on or after 11 November 1985 only.

Persons carrying out work or making a material change of use of a building are reminded that Permission may be required under the Town and Country Planning Acts.

If this has not been obtained or if you are in doubt as to whether or not planning permission is necessary, seek advice.

### ***What's needed for a Regularisation application?***

A telephone call to Building control to discuss your situation on 0115 8764028

Detailed scaled drawings and a full specification of work carried out are likely and must show what has been done and how the layout was before the works started.

Additional plans or details showing how you will bring the works up to the building regulation standards in force at the time if required,

together with any photographic evidence showing compliance.

### ***What should I do next ?***

Make a regularisation application. This is like making a normal application, but after the event.

Once you have made an application you may be asked to open up and uncover work so that it can be inspected, such as:

- ✓ Dig a hole alongside foundations in order to show the spread and depth of the footing and the substrata this is resting upon.
- ✓ Remove sections of wall or ceiling, in order to show insulation, ventilation, lintol/beam/floor joist or roof supports, damp protection, fire protection and roof timbers.

- ✓ Remove sections of floor in order to show insulation, damp protection, ventilation, joist or joist supports, drainage and fire protection.
- ✓ Remove sections of external ground in order to show drainage, bedding, protection, line and level.
- ✓ Provide Gas Safe, Electrical Installation and test certificates.

We may also need further evidence to prove compliance, this may include structural calculations or technical details from a product manufacturer.

Provided that the work is found to meet the regulations we will issue a regularisation certificate. This will act in the same way as a normal completion certificate.

***Please see the 'Regularisation Application Pack' for more detail.***

## ***Contact Building Control Services***

***Post to:*** Building Control, Box LH5,

Nottingham City Council,

Loxley House, Station Street, Nottingham. NG2 3NG

***Telephone:*** 0115 8764028

***Email to:*** building.control@nottinghamcity.gov.uk



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