



Oadby & Wigston Borough Council  
Building Control  
Council Offices  
Station Road  
Wigston  
Leicestershire  
LE18 2DR

Tel: 0116 2888961  
Email: buildingcontrol@oadby-wigston.gov.uk

# APPLICATION FOR A REGULARISATION CERTIFICATE

The Building Act 1984  
The Building Regulations 2010

FOR OFFICE USE ONLY			
Fee Tendered	Date	Regularisation Fee	Application Number
Receipt No.		£	
Proposal		Validation	Area

This form is to be filled in by the person who intends to carry out building works or the agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or write block capitals.

1

### Applicant's details (see note 1)

Full Name: .....  
Address: .....  
Postcode: ..... Tel: ..... email: .....

2

### Agent's details (if applicable)

Full Name: .....  
Address: .....  
Postcode: ..... Tel: ..... email: .....

3

### Location of building to which work relates

Address: .....  
Postcode: .....

4

### Work Carried Out

Description: .....  
.....  
Date work was carried out (if known give approximate date) .....

5

### Contractors/Builders details (if known)

Full Name: .....  
Company Name: .....  
Address: .....  
Postcode: ..... Tel: ..... email: .....

Are they a member of a Trade Association (e.g. FMB, Trustmark etc)

Yes  No  Not Known

If **Yes** please supply (if known) their Trade Association and Registration Number:

.....

Continued overleaf.....

6

**Use of building**

- 1. What was previous use?: .....
- 2. What is present use? .....
- 3. Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies?  
(See note 2) Yes  No

7

**Domestic Electrical Works** (This must be completed where 'Notifiable Electrical Work' has been undertaken.

- 1. Did a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation?.....Yes  No  Not Known
- 2. If **Yes** please supply (if known) their Competent Persons Scheme provider (e.g. NICEIC, NAPIT etc) and Registration Number:.....

For further information on the Competent Persons Scheme see the following website link:  
[www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes](http://www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes)

**Note if a registered Part P electrician was not used additional charges will apply**

8

**Fees (see note 3 and separate Guidance Notice on Fees for information)**

- 1. If Table A (New Housing) please state the total number of dwellings and types; .....  
No. New Dwellings ..... No. New Flats ..... Total .....
  - 2. If Table B (Extensions and alterations to dwellings);  
please state Floor area of extensions: .....m<sup>2</sup>  
please state Cost of alteration work: £.....
  - 3. If Table C (Non Domestic Building work)  
Please state the estimated cost of work excluding VAT: £ .....
- Regularisation fee: £ .....

9

**Services**

Means of water supply: .....

Foul water drainage: .....

Surface water drainage: .....

10

**Statement**

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 18(2) and is accompanied by the appropriate fee.

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



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## Notes

1. The applicant is the building owner. Contact details are required to enable us to get in touch with you to make an appointment for inspection.

2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out. Where Part B (Fire Safety) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.

**3. REGULARISATION CHARGES** - are for the consideration of an application for a Regularisation Certificate under Regulation 18, in respect of unauthorised building work.

• This charge is a single payment fee, payable at the time of submitting an application and covers the administrative costs and all appropriate site inspections.

- VAT is not payable on this type of charge.
- The appropriate charge will be dependant upon the type of work carried out. The scales and method of calculation are set out in the 'Guidance Note on Charges', which is available on request.
- Estimated cost of the work would be the current cost applicable at the time application is submitted to the local authority.

Fees can be paid via the Payment line by dialing 0116 2888961, select option 1 and quote reference 210029363 when prompted.

4. In accordance with Building Regulation 18(3) the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.

In most cases opening up work will be required for assessment.

For an extension for example, this would be exposing the foundations (a minimum of two trial holes), giving access to the roof construction etc. The floor and wall construction will also have to be ascertained, possibly by holes drilled allowing inspection by endoscope.

For structural alterations the supporting member e.g. steelwork, will need exposing together with the bearings at each end.

For loft conversions this would be exposing the floor construction and other supporting members, fire precautions, thermal and sound insulation provisions etc.

Note that this is not an exhaustive list and requirements are likely to differ for each job.

It would be prudent to discuss this with the Building Control Surveyor as soon as possible.

To speed up the process it would be beneficial if such works were carried out prior to our visit so that the work is ready for inspection. However, note that further opening works may be requested at/after inspection.

Note that the regularisation of the work would be in accordance with the regulations applicable at the time the work was carried out, not necessarily the current regulations.

5. These notes are for general guidance only; full particulars of a request for retrospective approval (Regularisation) of unauthorised building work are contained in Regulation 18 of the Building Regulations 2010 (as amended) and, in respect of fees, in the Building (Local Authority Charges) Regulations 1998 (as amended).

6. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.

7. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

## 8. DATA PROTECTION ACT 2018

The information given on this form will be used for the purposes of this Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Leicestershire Fire and Rescue (if relevant), Severn Trent Water, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact the Council at the address shown on the application form.

Paper records will be held for a period of approximately 3 years from the date of deposit or submission, and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept indefinitely.

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