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 Building Control Department  
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# Application for a Regularisation Certificate

The Building Act 1984  
 The Building Regulations 2010

FOR OFFICE USE ONLY

Charge:  
 Receipt No:  
 Accepted:

This form is to be filled in by the person on whose behalf the work is to be carried out (or his/her appointed agent). **If this form is unfamiliar you should read the guidance notes overleaf or contact the office indicated above for advice.**

ALL SECTIONS MUST BE COMPLETED FOR APPLICATION TO BE REGISTERED

**1 Applicant's details**

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**2 Agent's details (if applicable)**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**3 Location of Building to which works relates**

Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**4 Work carried out:**

When was the work commenced: .....

**5 Use of building**

- 1 What is the present use:
- 2 What was the previous use:

**6 Charges (See notes overleaf and separate guidance note on fees for further information)**

**An additional charge** is when the relevant building work (electrical works), or part thereof, has not been carried out by a person referred to in regulation 7(5)(g) or (h) of The Building (Local Authority Charges) Regulation 2010. See notes attached.

**Name and address of electrician registered in accordance with regulation 20: (Self certification Scheme)**

Address.....Postcode.....  
 Registered body (eg. NICEIC).....

**Name and address of person responsible for paying additional fee if deemed necessary by local authority**

.....

	Floor Area	Charge	Additional Charge *	Grand Total (No VAT)
<b>TABLE A</b>				
New dwellings inc. associated garages. <b>Number of dwellings: .....</b>	N/A	£	£	£
<b>TABLE B</b>				
Extension floor area not exceeding 10m2		£	£	£
Extension floor area exceeding 10m2 but not exceeding 40m2		£	£	£
Extension floor area exceeding 40m2 but not exceeding 60m2		£	£	£
Extension floor area exceeding 60m2 but not exceeding 200m2		£	£	£
Loft conversion	N/A	£	£	£
Erection or extension of a single storey non exempt garage or carport up to 100m2		£	£	£
Conversion of a garage ancillary to a dwelling to habitable room(s)		£	£	£
<b>TABLE C</b>				
Alterations not described elsewhere – <b>Cost of Works.....</b>		£	£	£
Window replacement		£	£	£
Electrical work		£	N/A	£

**7 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application For A Regularisation Certificate – Guidance Notes

### Is This The Right Form For Me?

The Regularisation process is intended to be used to obtain retrospective building regulations consent for work which has already been carried out without a building regulations application having been deposited (ie. illegal works). The Regularisation Certificate can be taken as evidence (but not conclusive evidence) that the relevant requirements of the building regulations as specified in the certificate have been complied with in respect of the works carried out.

Before a certificate of Regularisation can be issued, Building Control will need to carry out a full investigation of the works carried out to ascertain whether the appropriate standards have been met. The following points should be noted:

- In most cases it will be necessary for you to open up certain parts of the work (for instance by removing plastered finishes in certain locations, or excavating trial holes to expose the sub-structure) so that the surveyor can inspect the parts of the building which would normally have been checked as the work was being carried out.
- The surveyor may request supporting paperwork where deemed necessary (eg. structural calculations, installation certificates, manufacturers data etc.)
- Where it transpires following inspection that any of the works do not comply with the relevant standards then it will be necessary for you to arrange for the deficient work to be upgraded or replaced so that the required standards are met.
- **A certificate will not be issued until the surveyor is satisfied as far as possible that the required standards have been achieved.**

### What Must I Send With The Application?

- A completed application form.
- Any drawings and specifications which may help determine what work has been carried out.
- Any paperwork in support of the work carried out (e.g. structural calculations, installation certificates, manufacturer's data etc.)
- An accurate site location plan to a scale of not less than 1:1250 which shows the position of the building, its boundaries and any adjacent buildings or features.
- The appropriate fee (see note to Section 6 below).

### Works To Provide Facilities For The Disabled:

If the works proposed are purely to provide essential facilities or modifications for registered disabled persons then no fee is payable. However, if some of the proposals go beyond what would be considered essential, then that element of the work would normally attract a fee. To qualify for fee-exemption you must submit with your application written evidence outlining the nature of the disability and the reasons why the work is necessary or beneficial (eg. a letter from a GP or occupational therapist).

### Completion Certificates:

It is Herefordshire Council policy to issue completion certificates for all projects, provided that:

- We have been given every opportunity to inspect the works in progress.
- The work carried out complies with all applicable standards.
- Any additional information and certificates requested have been provided and found to be satisfactory.

*These notes are for general guidance only. Full details can be found in the Building Regulations (2000) and the Building (Local Authority Charges) Regulations 2010.*

## THE APPLICATION FORM

**Section 1:** The applicant is the person on whose behalf the work has been carried out, usually the owner of the building.

**Section 2:** The agent is any individual or organisation which the applicant may appoint to represent them (eg. an architect or a builder). This may be left blank.

**Sections 3-5:** Please provide the information requested about the building in question. When describing the work carried out please be specific and elaborate on a separate sheet if necessary (the more information you provide the easier it will be for us to investigate)

### **Section 6 - Charges Made For Applications:**

The appropriate fee can be worked out from the attached schedules A, B and C. The whole of the fee should be paid with the application. The fee is based on our normal scale of charges, but with a 25% levy **instead of** VAT (VAT is not chargeable on Regularisation applications).

These standard charges have been set by the authority on the basis the building work does not consist of, or include innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have been set on the basis that the design and building works is undertaken by a person or company that is competent to carry out the relevant

design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

Please note that the charge payable is for the whole of the service provision. Should the work not commence then a partial refund of the charge, minus an administration charge may be requested by the applicant.

**The Additional charge** is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P Registered electrician.

The extra charge is also payable when no Part P certification is presented upon completion of the electrical works.

A Part P registered electrician is a qualified electrician who also has the necessary building regulations knowledge to enable his accreditation body to certify his work. In order to recover the Local Authority costs if anyone other than a Part P registered electrician undertakes the electrical work the additional charge is payable.

**A: For brand new dwellings take the appropriate fee from Schedule A.**

Charges are individually determined for the larger and/or more complex schemes. This includes:-

- Work consisting of the erection or conversion of 6 or more dwellings

Or

- Works consisting of the erection or conversion of dwellings where the floor area of a dwelling exceeds 300m<sup>2</sup>

**B: For domestic garages, outbuildings, extensions and alterations, calculate the floor area internally and take the appropriate fee from schedule B.**

- *In the case of multi-storey extensions, the floor area of each storey should be included in the total.*
- *Where the proposal includes more than one extension, the floor area of each extension should be added together.*
- *Where the proposal includes both an extension **and** alterations to the existing building, the fees should be calculated separately and added together (schedule B for the extension and schedule C for all alterations).*

**C: Alterations not described elsewhere including structural alterations and installations of controlled fittings, (if ancillary to the building of the extension no additional charge), replacement windows and electrical installations.**

- *The cost of works must be assessed at the going market rate as if an outside*

**contractor were engaged to carry out the whole of the work.** *You must not reduce the cost of the work to reflect the fact that you may be carrying out some of it yourself, or because you may be obtaining certain materials free of charge. If the stated cost of work seems unrealistic when compared to market averages then the application will not be accepted until a fully detailed and costed breakdown from a professional is provided.*

**Individual determination of a charge**

Charges are individually determined for the larger and / or more complex schemes.

These include:

- Applications subject to a reversion charge (work reverting from an approved inspector to the local authority)
- Building work that is in relation to more than one building.
- Building work for which there is no standard charge in the tables below, including:
  - Building work consisting of alterations to a non-domestic property (other than extensions) where the estimated cost exceeds £50,000 and
  - Building work consisting of the installation of over 20 windows in a non-domestic property

If your building work is defined as requiring an individual assessment of a charge, you should email [buildingcontrolenquiries@herefordshire.gov.uk](mailto:buildingcontrolenquiries@herefordshire.gov.uk) to with "request for building regulation charge" in the title, or use the contact details on the front of this form.

*These notes are for general guidance only. Full details can be found in Section 18 of the Building Regulations (2010) and in the Building (Local Authority Charges) Regulations 2010.*

**Please Send Your Completed Application To:**

Herefordshire Council  
Building Control  
PO Box 230  
Hereford  
HR1 2ZB

Cheques should be made payable to 'Herefordshire Council'

NOTE:

**Unless informed otherwise, it is normal practice of Building Control to communicate via a professional acting on behalf of the applicant i.e. builder / architect with regard to building regulation matters.**

# Building Control Charges

## THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

Valid from 12/01/2012

TABLE A

### STANDARD CHARGES FOR THE CREATION OF OR CONVERSION TO NEW DWELLING

This shows the charges for small domestic buildings, for example new houses and flats. These charges apply if the total internal floor area of each building except any garage or carport, is not more than 300m<sup>2</sup> and the building is not more than three storeys (each basement level is counted as one storey).

Number of dwellings	Application charge £	Regularisation charge £	Additional charge £
1	n/a	£685	£190
2	n/a	£1090	£255
3	n/a	£1,200	£320
4	n/a	£1,410	£385
5	n/a	£1,630	£450

Charges are individually determined for the larger and/or more complex schemes.  
This includes:-

- Work consisting of the erection or conversion of 6 or more dwellings

Or

- Works consisting of the erection or conversion of dwellings where the floor area of a dwelling exceeds 300m<sup>2</sup>

These standard charges have been set by the authority on the basis the building work does not consist of, or include innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.

These standard charges have been set by the authority on the basis the design and building works is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

**The Additional charge** is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P Registered electrician.

The extra charge is also payable when no Part P certification is presented upon completion of the electrical works.

A Part P registered electrician is a qualified electrician who also has the necessary building regulations knowledge to enable his accreditation body to certify his work. In order to recover the Local Authority costs if anyone other than a Part P registered electrician undertakes the electrical work the additional charge is payable.

## STANDARD CHARGES FOR OTHER BUILDING WORK

The following tables are included as examples only, these classifications are not prescriptive

### TABLE B

#### Domestic extensions and alterations to a single building

These standard charges have been set by the authority on the basis the building work does not consist of, or include innovative or high risk construction techniques and/or the duration of the building work from commencement to completion does not exceed 12 months.

These standard charges have been set by the authority on the basis the design and building works is undertaken by a person or company that is competent to carry out the relevant design and building work referred to in the standard charges tables. If they are not, the work may incur supplementary charges.

**The Additional charge** is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P Registered electrician.

The extra charge is also payable when no Part P certification is presented upon completion of the electrical works.

Category	Description	Application charge	Regularisation charge	Additional charge
1	Extension floor area not exceeding 10m <sup>2</sup>	n/a	£340	£190
2	Extension floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	n/a	£495	£190
3	Extension floor area exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	n/a	£650	£190
4	Extension floor area exceeding 60m <sup>2</sup> but not exceeding 200m <sup>2</sup>	n/a	£830	£190
5	Loft conversion	n/a	£470	£190
6	Erection or extension of a single storey non exempt garage or carport up to 100m <sup>2</sup>	n/a	£340	£190
7	Conversion of a garage ancillary to a dwelling to habitable room(s)	n/a	£340	£190

## STANDARD CHARGES FOR OTHER BUILDING WORK

The following tables are included as examples only, these classifications are not prescriptive

**TABLE C**  
**ALL OTHER WORK**

Category	Description	Basis of change	Application charge (inc VAT)	Regularisation charge	Additional charge (inc VAT)
1	Alterations not described elsewhere including structural alterations and installations of controlled fittings (if ancillary to the building works, no additional charge)	Estimated cost £5,000 or less	n/a	£200	£195
		Estimated cost exceeding £5,000 and up to £15,000	n/a	£340	£195
		Estimated cost exceeding £15,000 and up to £25,000	n/a	£450	£195
		Estimated cost exceeding £25,000 and up to £35,000	n/a	£555	£195
		Estimated cost exceeding £35,000 and up to £50,000	n/a	£710	£195
2	Window replacement (non competent person scheme)	Fixed price grouped by numbers of windows			
		Per installation up to 20 windows	n/a	£130	n/a
3	Electrical work (non competent person)	Fixed price based on extent of work			
		Any electrical work other than rewiring a dwelling	n/a	£190	n/a
		The rewiring or new installation in a dwelling	n/a	£390	n/a
ESTIMATES					

If the value of works exceeds £50,000 please contact Building Control for an individually assessed charge.