

Regularisation Application

Scope

This procedure can enable retrospective Building Regulation approval to be gained for any building work undertaken without approval on or after 11th November 1985.

Making an Application

An application is made by the submission of an application form relevant fee and, in most cases, a plan indicating both the un-authorized work and the additional building work required to secure compliance with relevant Building Regulations.

Plans/details will generally be required in the following circumstances, although this list should not be considered exhaustive:

- Loft conversions
- Extension
- Garages
- Underpinning
- Structural work
- Mezzanine Floors
- When consultation with the Fire Brigade is considered prudent
- When work has been built directly over or within 3m of a sewer in the ownership of Severn Trent Water Ltd

Inspections

Inspections are carried out by the Council to determine compliance with the Building Regulations that were in operation at the time of construction.

Inspections will only be undertaken once an application has been deposited.

Opening up of work

In most cases, you may be required to open up certain areas of construction in order to **enable inspection of the un-authorized work.**

Notification

Any contraventions and/or work required to gain compliance with relevant regulations will be identified and advised to you in writing.

It is your responsibility to carry out any additional work identified, if a Regularisation Certificate is required.

Regularisation Certificate

A Regularisation Certificate can only be issued when the Council is reasonably satisfied that all the un-authorized work complies with the relevant requirements.

Fees

TABLE A:

STANDARD CHARGES FOR THE CREATION OF, OR CONVERSION TO NEW HOUSING

When using similar house types we can reduce our charges, for details of this reduction or for charges for more than 5 dwellings please telephone: 01684 862223

| Number of Properties | Regularisation Application Charge |
|-----------------------------|--|
| 1 | 1009.00 |
| 2 | 1390.00 |
| 3 | 1768.00 |
| 4 | 2149.00 |
| 5 | 2403.00 |

TABLE B:

DOMESTIC EXTENSIONS TO A SINGLE BUILDING

| Type of work | Regularisation Application Charge |
|--|--|
| Extension where the total floor area does not exceed 10m ² | 641.00 |
| Extension where the total floor area exceeds 10m ² but does not exceed 40m ² | 795.00 |
| Extension where the total floor area exceeds 40m ² but does not exceed 60m ² | 930.00 |
| Extension where the total floor area exceeds 60m ² but does not exceed 200m ² | 1208.00 |
| Loft conversions | 730.00 |
| Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ² | 532.00 |
| Conversion of a garage to a dwelling to a habitable room(s) | 532.00 |
| Window replacement | 265.00 |
| Removal of internal wall | 265.00 |
| Installation of woodburner Stove | 265.00 |

TABLE C:

ALL OTHER WORK – ALTERATION

| Estimated Cost of work | Regularisation Application Charge |
|-------------------------------|--|
| Less than £5,000 | 347.00 |
| £5,001 - £15,000.00 | 506.00 |
| £15,001 - £25,000.00 | 695.00 |
| £25,001 - £35,000.00 | 821.00 |
| £35,001 - £50,000.00 | 1074.00 |

Please note

If a Regularisation Certificate cannot be issued, eg if you choose not to carry out work identified as essential to satisfy relevant requirements, then some of the fee paid will be refunded to take into account administrative and inspection charges incurred.

Legal Action

Work carried out without Building Regulation approval can be subject to legal action by the Council.

This Regularisation Procedure does not preclude the instigation of legal action by the Council under Section 36 of The Building Act 1984, which may, in turn, lead to a requirement to rectify serious contraventions.

Generally, the Council will only pursue legal action when identified contraventions represent serious safety deficiencies and you choose not to carry out remedial work to rectify them.