

## Regularisation Certificate Guidance Notes

1. The applicant is the building owner.
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 submitted.

3. This application shall be accompanied by the following
  - a) so far as is reasonably practicable a plan of the unauthorised work
  - b) so far as is reasonably practicable a plan showing any additional work required to ensure compliance with the regulations available, when the work was carried out.
3. A regularisation application must be accompanied by the appropriate fee, which is charged at a rate of the normal fee payable had the works not otherwise already been carried out plus 20%, (VAT is not payable).

The appropriate fee is dependent upon the type of work carried out. Fees scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request from the local authority.

In the event the Council cannot issue a Regularisation Certificate there is no entitlement to a refund of any fee paid.

4. In accordance with Building Regulation 21 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.
5. These notes are for general guidance only, full particulars of a "Regularisation" request are contained in Regulation 21 of the Building Regulations (Amendment) Regulations 1994, and in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
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 & Country Planning Act.
7. You are also reminded that if unauthorised building work has been carried to premises subject to a Fire Certificate under the Regulatory Reform (Fire Safety) Order 2005, you are obliged to notify the fire authority.
8. Further information and advice concerning Building Control and Planning matters may be obtained from Epping Forest District Council, or from our website [www.eppingforestdc.gov.uk/planning](http://www.eppingforestdc.gov.uk/planning)