



# BELFAST BUILDING CONTROL

## Guidance Notes on Regularisation Certificates

GUIDANCE NOTE No. 16

### PURPOSE

The Regularisation procedure allows the Council formally to consider, as appropriate, works carried out and completed without the submission of plans and the giving of notices.

It is not intended that this power should replace or detract from the enforcement powers already available to the Council. The legislation will not be administered in a fashion that puts those who complied with the approved procedures at a disadvantage to those who did not.

### REGULARISATION PROCEDURE

Regularisation is a procedure that property owners can avail themselves of where problems arise in the conveyancing, ie, selling of properties.

It is important to note that an owner is under no obligation to make an application for a Regularisation Certificate and equally, the Council is under no obligation to accept it. Application for a Certificate will relate only to completed work.

However, in order to assess whether compliance with Building Regulations has been achieved, the Council is empowered, where necessary, to require the applicant to open up work. The applicant, naturally, must be willing to comply with all such reasonable requests. Use of the power, therefore assumes a reasonable level of co-operation between applicant and the Council.

An application for a Regularisation Certificate can only be made where the Council can be satisfied that:

- the work commenced on or after 1 October 1973.
- the work required an application to be made in respect of Building Regulations, and
- the person who carried out the unauthorised work did not deposit plans or give any such notice.

see overleaf

  
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### ISSUE OF CERTIFICATE

Before a Certificate can be issued the Council must assure itself that it can verify, within reason, the works in question conform with the applicable standards, and there is no risk to the health and safety of persons in or around the property.

Such verification may require, as necessary, the exposure of certain critical areas of work and components, etc. for investigation and testing.

After the Council has had opportunity to investigate the works to its satisfaction it will:

- a) State whether additional works are required to ensure conformity with relevant Regulations standards, or
- b) Issue a Certificate which specifies or indicates that the unauthorised works:
  - are in compliance with the relevant Regulations standards, or
  - do not require additional works to verify that risks to health and safety are minimal.

You should consult with the Building Control Service, prior to making an application. The Service will advise on the level of information required and the fee to be charged with respect to the type of works involved.

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Guid/16/June01

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