



Health & Environmental Services  
 Building Control Service  
 5th Floor, 9 Lanyon Place,  
 Belfast BT1 3LP  
 Tel: 028 90320202 Fax 028 90438805

INVESTOR IN PEOPLE

BUILDING REGULATIONS REGULARISATION APPLICATION DOMESTIC WORKS		For office use only	
		Ref. Number:	
<b>1 IMPORTANT NOTES TO BE READ BY THE APPLICANT/S</b> <i>This legislation allows the Council formally to regularise, 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. 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 to completed work. However, in order to assess whether compliance with the Regulations has been achieved, the Council is empowered to require the applicant to open up work where necessary, and the applicant 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.</i>		Date of Deposit:	
		Assessor:	
		Estimate:	£
		Fee:	£
		Purpose Group:	
		Applicable Regs:	
		INPUT	
<b>2 Applicant:</b> Surname: _____ Forenames: _____ Address: _____ Postcode: _____ _____ Tel: _____ Fax: _____			
<b>3 Agent:</b> Surname: _____ Forenames: _____ Address: _____ Postcode: _____ _____ Tel: _____ Fax: _____			
<b>4 Address Details:</b> Location/address: _____ Postcode _____			
<b>5 Use of Existing Building/Extension(s)/Conversion(s):</b> Previous Use: _____ Present Use: _____			
<b>6 Services:</b> (State type) Foul drainage: _____ Surface water drainage: _____ Heating system: _____ (Oil/Gas/Electric/Coal/Other) Water supply: _____			
<b>7 Declaration by Applicant:</b> <i>(Please read the Explanatory Notes on Page 4)</i> I/We hereby apply for a Regularisation Certificate for unauthorised work carried out at the above property. I/We have provided below a description of the work, as required by the Building Regulations: _____ _____ _____ <p style="text-align: right;"><i>If you have more information please use page 3.</i></p> I/We also certify that the work commenced on or after 1 October 1973 and that no previous application for approval under the provisions of the Building Regulations has been deposited for that work. Completion date if known _____ (approx.) <b>Signature:</b> _____ <b>Signature:</b> _____ <b>Date</b> _____ <b>N.B.: You may be required by the Council to submit a plan of the work plus, where appropriate, any additional building work intended to ensure that the unauthorised work complies with the relevant Building Regulations.</b>			

**8 Multiple Occupation:**  
 Is the dwelling used or intended to be used as a House in Multiple Occupation? Yes  No

**9 Works details:** to be completed by the Applicant(s)

(a) Have you extended the property in any way? Yes  No

If Yes, please provide a description  
 (e.g. kitchen extension, roofspace conversion, conservatory, garage etc ) \_\_\_\_\_  
 Area of Extension  m<sup>2</sup> Date of completion

(b) Have you carried out any internal/external alteration(s) to the property? Yes  No

If Yes, please provide a description  
 (e.g. dormer window, window/door enlargement, removal of load bearing wall and replacement with steel beam, etc.) \_\_\_\_\_  
 Date of completion

(c) Have you installed a new or altered an existing heating appliance and carried out any associated works? Yes  No

If Yes, please describe type (oil, gas, electric etc) and describe the works carried out  
 \_\_\_\_\_  
 Date of completion

(d) Have you altered the underground drainage in any way? Yes  No

If Yes, please describe what work carried out  
 (e.g. new drainage run, manhole, etc.) \_\_\_\_\_  
 Date of completion

(e) Have you, completed other works not described above? Yes  No

(f) Are you aware of any other works not mentioned above completed by a previous owner/occupier? Yes  No

If you answered Yes to question (e) or (f), please describe what the work carried out involved on page 3

**10 Fees:** If paying by cheque must be crossed and made payable to Belfast City Council

Have plans for any of this or a substantially similar project(s) been submitted previously Yes  No

If Yes: Do you know when  Reference (if known)

(1) New dwelling(s), (housing, flats, maisonettes)	Floor Area <input type="text"/>	No. Units <input type="text"/>	Plan Fee	Insp Fee
	No. of House Types <input type="text"/>	No. Storeys <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
(2) Extension(s), (kitchen, garage, conservatory etc)	Type <input type="text"/>			
	Floor Area <input type="text"/>		£ <input type="text"/>	£ <input type="text"/>
(3) Other works, (estimate(s) must be included with application)				
	Total Costs £ <input type="text"/>		£ <input type="text"/>	£ <input type="text"/>
		<b>TOTAL (s)</b>	£ <input type="text"/>	£ <input type="text"/>

The Regularisation Fee payable equals the sum of the Plan and Inspection fee combined and multiplied by 120%.

PLAN FEE: £  + INSPECTION FEE: £  = £  X 120% = Required Fee: £

N.B. This Fee must be paid on submission of this application form

If you require assistance or have any queries regarding your applications please contact the Duty Surveyor. Tel 028 90270432. He/She will be pleased to advise and assist you.

To be used for additional supporting information

## **Explanatory Notes:**

The purpose of this legislation is to allow the Council formally to regularise, 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.

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 to completed work. However, in order to assess whether compliance with Building Regulations has been achieved, the Council is empowered to require the applicant to open up work where necessary, and the applicant 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 work commenced on or after 1st 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.

### **1. Documentation required:**

- One copy of completed Application Form and signed statement, and
- Appropriate fee.
- Where considered necessary details of any intended building work to ensure that the unauthorised work complies with the relevant building regulations, and where appropriate
- Two copies of plans, and supporting information.

For the purposes of Regularisation Certificates "relevant building regulations" means those Building Regulations in force at the time when such work was completed.

"Unauthorised work" means any work for which plans and notices were required by Building Regulations to be deposited with the Council but were not deposited.

### **2. Fees**

A Regularisation fee is payable at the time the application is deposited with the Council. The fee can be calculated by adding the current plan fee to the current inspection fee and then multiplying this figure by 120%. VAT is not payable on this fee.

### **3. Issue of Certificates:**

It is the responsibility of the applicant to carry out any reasonable actions in connection with the work where requested to by the Council. If an applicant is unwilling to comply with any reasonable request he/she runs the risk that the Council will be unable to judge whether the work satisfies the applicable regulations.

Examples of such requests may be exposure and/or testing of drains; exposure of foundations and/or other elements of structure; additional calculations or other details to prove that the structural work is satisfactory.

The Council may conclude that the work satisfies the requirements of the Building Regulations or that no work is required to make the works comply. In these circumstances the Council may issue a Regularisation Certificate.

The Council may, on the other hand, notify the applicant that specific work requires to be carried out so that the works comply with the Building Regulations. When the work has been carried out, a Regularisation Certificate may be given.

A situation may arise where the Council finds that it cannot determine, or is unable to determine without unreasonable cost or disruption to the owner, what additional work would be required in order to comply with the Building Regulations. In such a case the Regularisation fee is not refundable as the Council will have incurred costs in considering the application.