

Applying for a regularisation certificate (for works that have been completed)

Revised July 2018

Building Regulations - Guidance note

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For further general information on the building control and the types of applications, please see Guidance Note 1 - Building Control and the Building Regulations and Guidance Note 2 - Types of application you can make under the Building Regulations.

The regularisation process

Property owners have the responsibility to comply with the Building Regulations for works to their property and if an application is required, it should be made before starting the work.

Sometimes building work or alterations, which need building regulations approval, are carried out to a property without anyone applying to us for approval. This is often discovered when a property is being sold. We call this 'unauthorised' or 'illegal' work.

The regularisation procedure allows us to inspect unauthorised work to both domestic and non-domestic buildings and assess it under the building regulations that were in force at the time. If the work meets the appropriate regulations, we will issue a regularisation certificate. Regularisation is also known as 'retrospective approval'. It came into the building regulations on 1 January 1998.

You do not have to apply for a regularisation certificate, and we do not have to accept your application or issue a certificate.

The regularisation process does not replace or reduce our enforcement powers. We therefore ensure that people who apply for approval before starting the work will not be at a disadvantage, compared to those who apply for regularisation.

Procedure

You can apply for a regularisation certificate for any type of building work as long as:

- the work started on or after 1 October 1973;
- the work needed building regulations approval; and

- no-one has previously applied for approval for the unauthorised work.

Fees

The fee for a regularisation certificate is 20% more than the current fee would have been if you had applied for approval before you started the work. A fee based on an estimated cost of work will be based on the cost of doing the work today.

We have a separate Building Regulations Fee Sheet with a table showing how to work out the fees. A fee calculator is also available at www.buildingcontrol-ni.com/fees. Alternatively, you can phone us on 028 9027 0650 and we will calculate the fee for you.

Inspecting the work

Before we can issue a regularisation certificate, we must carry out reasonable checks. We do this to try to make sure that the work meets the relevant standards and ensure that there is no risk to the health and safety of people in or around the property.

To help us assess whether work meets the building regulations, we may ask you to expose some or all of the work so that we can inspect it. For example, we may ask you to dig down to expose the foundations for an extension or we may ask you to expose a beam that is supporting a chimney stack after removal of a chimney breast. If you apply to us for regularisation, you must meet all reasonable requests, such as if we ask you to show us critical areas of work or to supply samples of materials for investigation and testing.

After we inspect the work

After we have assessed the work, we will:

- tell you what extra work we deem necessary to meet the relevant buildings regulations; or



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- issue a regularisation certificate, which confirms that building control are not aware of any contraventions of the building regulations.

When we issue a regularisation certificate, we may mention minor issues which do not meet the building regulations but which are not serious enough for us to withhold the certificate. The regularisation certificate will make it clear exactly what we are regularising.

Further assistance

If you need any help or advice, please phone us on 028 9027 0650.

We have a surveyor on duty each afternoon (between 2pm-5pm on Monday-Thursday or 2pm-4:30pm on Friday) who can help with technical queries, if you phone us or come into our customer reception in The Cecil Ward Building.

There is also further information on our website: www.belfastcity.gov.uk/buildingcontrol.

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