

# Regularisation Certificate Application (England) Notes and Checklist

	Is a Regularisation Certificate Application suitable?	Regulation	Is this applicable? Yes or No
1	<b>Was the unauthorised building work before the 11th November 1985?</b> Any building work carried out before 11th November 1985 is not eligible to be regularised.	<a href="#">18(1)</a>	
2	<b>Is the building work etc., in relation to higher-risk building work?</b> A regularisation certificate application given to the local authority is not appropriate in these circumstances. Regularisation certificate applications for building work to higher-risk buildings can be made <a href="#">here</a> .	<a href="#">2B</a>	
3	<b>Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?</b> If so, <a href="#">Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010</a>	<a href="#">19 - Building (Approved Inspectors etc.) Regulations 2010</a>	

If the response to all the questions above is 'no' then an application for a regularisation certificate is appropriate for the proposed work. Where the response is 'yes' for row 2, an application should be made to the Building Safety Regulator. Where the response is 'yes' to any other row, the application for a regularisation certificate is not appropriate.

	Is additional information required?	Regulation	Included or not applicable?
4	So far as is reasonably practicable, a plan of the unauthorised work is required.	<a href="#">18(2)(c)</a>	
5	So far as is reasonably practicable, provide a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out.	<a href="#">18(2)(d)</a>	

	Further Information	Regulation
4	Unauthorised building work means building work, other than work in relation to which an initial notice, an amendment notice, a public body's notice or a regulator's notice has effect, which is done without:	<a href="#">18(8)(a)</a>

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	<ul style="list-style-type: none"> <li>• a building notice being given to the local authority</li> <li>• an application for building control approval with full plans of the work being given to the local authority or:</li> <li>• a notice of intention to start work being given to the local authority, in accordance with <a href="#">Regulation 16(1)</a>, where a building notice has been given or an application for building control approval with full plans of the work has been given.</li> </ul>		
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*South Holland District Council is a Data Controller and can be contacted at Priory Road, Spalding, PE11 2XE (Tel: 01775 761161). The Data Protection Officer can be contacted at the same address. We are collecting your personal data as part of our Public Task in order to process your Building Regulations application as required by regulations 12(2) and 18(2) of the Building Regulations 2010 (as amended) and the Building Act 1984. Your data will be shared with third parties where consultation is required by legislation, i.e. Water Authority or Fire and Rescue Service, and it may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 15 years after the application is completed inline with our retention policy, and then will be securely destroyed.*

Building Control privacy notice - South Holland District Council ([sholland.gov.uk](http://sholland.gov.uk))

South Holland District Council  
Building Control  
Council Offices  
Priory Road  
Spalding  
Lincolnshire PE11 2XE

Contact Details  
Tel: 01775 764447/764465  
Fax: 01775 762937  
E-mail: [bcadmin@sholland.gov.uk](mailto:bcadmin@sholland.gov.uk)  
Website: [www.sholland.gov.uk](http://www.sholland.gov.uk)