



## TRAFFORD BOROUGH COUNCIL

BUILDING REGULATIONS 2010

REGULATIONS 18 (2)

### APPLICATION FOR A REGULARISATION CERTIFICATE

**Planning and Building Control, Trafford Council, Trafford Town Hall, Talbot Road,  
Stretford, M32 0TH  
Tel: 0161-912 3015**

**E-Mail: [building.control@trafford.gov.uk](mailto:building.control@trafford.gov.uk)**

FOR OFFICE USE ONLY – PLEASE LEAVE BLANK		Application Number :
Date fee received :		Amount received : £
Cheque no.:	Cash <input type="checkbox"/>	Receipt no.:

<b>1</b>	<b>Applicants Details:</b>	
	First Name(s) (in full): Mr/Mrs/Ms	Surname :
	Address:	
	Telephone:	Post Code:
	E-Mail:	Fax:

<b>2</b>	<b>Agents / Installers Details:</b>	
	Name (Company Name):	Contact Name:
	Telephone:	Post Code:
	E-Mail:	Fax:
	Electrical Contractors Trade Association Registration No. if applicable. Eg. NICEIC, ELECSA	

<b>3</b>	<b>Address of the building to which this work relates:</b>	
		Post Code:

<b>4</b>	<b>Main Contractor Details:</b>	
	Address:	
	Post Code:	Telephone:
	Fax:	email:

<b>5</b>	<b>Use of building to which unauthorised work relates: (eg Domestic, Office, Shop etc.)</b>	
	1. Existing	
	2. Proposed	

<b>6</b>	<b>Description of unauthorised work:</b>	
		<b>Date work was completed :</b>

For work carried out after 1st January 2005, please complete the table on page 4 for any electrical work associated with the building work.

<b>7</b>	<b>Building Control Charge:</b> is based on the floor area of the extension or the estimated cost of the work: (see separate guidance notes for the current scale of charges) VAT not applicable.	
	Floor area:	m <sup>2</sup>
	Estimated cost of building work: £	
	Regularisation Certificate Charge: (not VAT applicable – see notes)	£
	Cheques should be made payable to – TRAFFORD BOROUGH COUNCIL	
	<b>Please note that this charge is non-refundable</b>	

<b>8</b>	<b>This Notice is given in relation to the building work as described and is submitted in accordance with Building Regulation 18 (2)</b>	
	Name (Print): Mr/Mrs/Miss/Ms	
	Signature:	Date:

## Guidance Notes for Applicants

### Regularisation Procedure

Regularisation is a procedure which property owners may wish to follow when they are aware that building work, to which the Building Regulations apply, has been carried out without obtaining consent. Such unauthorised work often comes to light during the sale or purchase of a property.

It is important to note that an owner is under no obligation to make an application for a regularisation Certificate; equally the Council is under no obligation to accept it. An application for a certificate can only relate to completed work.

However, in order to assess whether compliance with Building Regulations has been achieved the Council can ask the applicant to open up the work and arrange for tests to be carried out. This assumes a reasonable level of co-operation between the applicant and the Council.

### An application for a Regularisation Certificate can only be made where:

- The work commenced after 11th November 1985, and
- The work came within the scope of the Building Regulations, and
- No application was made at the time the work was carried out.

### Issue of the Certificate

Before a certificate can be issued by the Council must be reasonably satisfied that the works conform to the Building Regulations (in force at the time the work was carried out) and that there is no risk to the health and safety of persons in or around the property.

The Council will either:

1. Issue a certificate indicating that the unauthorised works are in compliance with the Building Regulation standards, or
2. Tell you what additional works and tests are required to meet the Building Regulation standards.

On satisfactory completion of the additional works and provision of satisfactory test reports the Council would be in a position to issue a Regularisation Certificate.

Please consult Building Control prior to making an application.

The applicant means the **owner** of the building.

One copy of this notice should be completed and submitted with (1) a plan of the unauthorised work and (2) a plan showing any additional work to be carried out to secure compliance with the Building Regulations which were applicable at that time.

In order to assess whether compliance with the regulations has been achieved, the Council is empowered to require the applicant to open up the work, carry out such tests or take other steps as the Council considers appropriate. The applicant must be willing to comply with all such reasonable requests. Please note an electrical test certificate is likely to be required for most works carried out post 1st January 2005. A competent electrician should carry out such tests and provide certification in accordance with BS 7671.

**The appropriate charge is dependent upon the type of work for which a Regularisation Certificate is being applied for, this is equivalent to the Building Notice plus an additional charge (see Fee Charges leaflets). Please note no VAT should be added to this charge.**

If the Council find they cannot determine (or cannot determine without unreasonable cost or disruption to the owner) what work would enable compliance with the regulations, **the Regularisation charge is NOT REFUNDABLE**. The issuing of a Regularisation Certificate does not operate as an approval for the purpose of any other statutory provision for which separate consents may be required.

## Electrical work

The Department of Communities and Local Government (DCLG) have been concerned that risks posed by unsafe electrical installations have been increasing in recent years.

To combat this problem a new Building Regulation, Part P 'Electrical Safety' (that principally applies to dwellings) came into effect on 1st January 2005. For works carried out after this date please complete the following additional table.

Please circle the appropriate ✓	Work indicated with an * does not require approval.	
Location - Internal	EXTENSIONS AND MODIFICATIONS TO CIRCUITS	NEW CIRCUITS
Bathroom or shower rooms	✓	✓
Bedrooms containing a shower or bath	✓	✓
Extra low voltage fittings (ELV)	✓	✓
Hall, stairs or landing	*	✓
Kitchen/kitchen dining	✓	✓
Lounge, dining room, study or bedroom	*	✓
Ceiling or under floor heating	✓	✓
Conservatories	*	✓
Integral garage	*	✓
<b>Location: External</b>		
Garden lighting	✓	✓
Garden power	✓	✓
Detached garage	✓	✓
Detached buildings, e.g. shed	✓	✓
<b>Other locations (please provide details with your application)</b>		

Part P and BS 7671 requires that a person installing electrical work or altering an existing installation must test the installation and provide certification to the owner. The Council will insist that these certificates are provided. The Council will not issue a Regularisation Certificate until satisfactory electrical test certificates have been produced. Homeowners are advised to ensure that that these electrical test certificates are provided.

However, not all electrical work is notifiable to the local authority, this includes :

- Replacing accessories (sockets outlets, switches, ceiling roses)
- Replacing the cable to a single circuit following damage

As well as replacements, some new work is not notifiable if it is not in a kitchen, bathroom, or other 'special location', this includes:

- Adding lighting points to an existing circuit
- Adding socket outlets and fused spurs to an existing ring or radial circuit.
- Installing or upgrading equipotential bonding

If there is any doubt about if the building work requires approval, do not hesitate to discuss it with your Local Authority Building Control Office.

**You should be aware that in order to comply with the Freedom of Information Act 2000; any information supplied by you and held by the Council may be subject to disclosure, in response to a request, unless one of the exemptions in the Act applies**