



# APPLICATION FOR A REGULARISATION CERTIFICATE

**Building Control Section  
Housing and Public Protection Service,  
Directorate of Place  
Room G.4.2. The Civic Centre,  
Oystermouth Road, Swansea, SA1 3SN  
TEL:(01792) 635636 FAX:(01792) 635644  
e-mail:- bcon@swansea.gov.uk**

The Building Act 1984  
The Building Regulations 2010

*If the form is unfamiliar please read enclosed guidance notes or consult the office on the telephone number shown above. Please type or use block capitals.*

<b>1</b>	<b>APPLICANT'S DETAILS</b> Title: _____ Full Names: _____ Surname: _____ Full Business Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
<b>2</b>	<b>AGENT'S DETAILS (if applicable)</b> Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
<b>3</b>	<b>LOCATION OF BUILDING TO WHICH WORK RELATES</b> Address: _____ Postcode: _____ Tel: _____ Fax: _____
<b>4</b>	<b>WORK CARRIED OUT</b> Description: _____
<b>5</b>	<b>DATE WORK WAS CARRIED OUT (if not known give approx. date)</b> _____
<b>6</b>	<b>WHAT WAS PREVIOUS USE?</b> _____ <b>WHAT IS PRESENT USE?</b> _____
<b>7</b>	<b>SERVICES</b> Means of water supply _____ Foul water drainage _____ Surface water drainage _____

**8 FEES**

1. Table A work: please state the total number of dwellings      Total: \_\_\_\_\_
2. Table B work: if work included an extension, please state the floor area: \_\_\_\_\_m<sup>2</sup>
3. Table B work: if work included replacement windows, please tick box
4. Table B work: if work was for, or included electrical work, see section 9
5. Table C work, please state the estimated cost of work excluding VAT, : £ \_\_\_\_\_  
or, if work included an extension, please state floor area: \_\_\_\_\_m<sup>2</sup>

Fee:                    £ \_\_\_\_\_

Electrical Fee: £ \_\_\_\_\_

Total: £ \_\_\_\_\_

**9 If the work included electrical work and was carried out after January 2005, please complete this section (9), otherwise go to section 10.****ELECTRICAL WORKS (applies to dwellings only)**

Please indicate which method was used in order to demonstrate that all fixed electrical installation works associated with this application was designed, installed, inspected and tested in accordance with BS 7671 : 2001 ( as amended).

**a) Competent Person Scheme**

Confirmation is required from the self certifying body stating that all electrical works were designed, installed, inspected and tested in accordance with BS 7671.

**b) BS 7671 Certificate**

A qualified electrician has certified that the work has been designed, installed, inspected and tested in accordance with BS 7671 and provided an Electrical Installation Certificate with associated inspection and testing schedules to BS 7671.   
A copy of the certificate is required before a regularisation certificate can be issued.

**Please note** - if neither of the above methods were used it will be necessary to expose the electrical works for inspection and testing. There will be an additional charge for these checks to be made, please contact the office to obtain the appropriate fee.

**10 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate fee.

The use of the completed buildings \*IS/IS NOT a use designated under the Regulatory Reform (Fire Safety) Order 2005. \*delete as appropriate

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information is available in alternative format, if you need help with filling in any form, please contact the department of the above telephone number

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## **REGULARISATION GUIDANCE NOTES**

1. The applicant is the building owner.
2. One copy of this notice should be submitted with plans and particulars indicating the works carried out.

Where Part B (Fire Safety) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.

3. A regularisation application must be accompanied by the appropriate fee, which is the standard fee for the relevant works plus 50% (VAT is not payable).
4. The appropriate fee is dependent upon the type of work carried out. Fees scales and methods of calculation are set out in the Guidance Notes on fees which is available on request.

5. In accordance with Building Regulation 18, the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
6. These notes are for general guidance only, full particulars of a 'Regularisation' request are contained in Regulation 18 of the Building Regulations 2010 and in respect of fees the Building (Local Authority) Charges 2010.
7. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and County Planning Act.
8. Further information and advice may be obtained from Building Control.

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Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under Section 91 of the Building Act 1984. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. *We will share you data securely with the following third parties under our data sharing agreement with them: These are, Street Naming & Numbering, Planning, Highways, Mid & West Fire Service.*

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council Uses your personal data, including you rights as a data subject, please see our corporate [privacy notice](#) on our website.