

Building Control Regularisation Certificate Application

LOCAL AUTHORITY BUILDING CONTROL
MERTHYR TYDFIL COUNTY BOROUGH
COUNCIL



This form is to be filled in by the person who intends to carry out building work or the agent. If the form is unfamiliar please consult the office indicated above.

Cyngor Bwrdeistref Sirof
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

The Building Act 1984, The Building Safety Act 2022,
The Building Regulations 2010 (as amended)

Building Regularisation Certificate Application Form (Wales) for non-higher-risk building work

**Building Regulations
Plan No:**

1	Submission Details Application Type:	Regularisation Certificate Application
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2	Applicants Details – Please give Full name, postal address, daytime telephone number and email address.		
	Name:		
	Address:		
	Postcode:	Tel:	Email:

3	Agents Details (if applicable)		
	Name:		
	Address:		
	Postcode:	Tel:	Email:

7	Address where building work is to be carried out:	
	Address:	
	Postcode:	

8	Unauthorised works and approximate date the work started:	
	Description of the unauthorised work:	
	Date work started:	

9	Regulatory Reform (Fire Safety) Order 2005 (as amended)	
	Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work*? Yes / No *delete as appropriate	

10	Existing buildings (append additional information where necessary)	
	Where applicable, provide a description of the existing building, including: <ul style="list-style-type: none"> • details of the current use of the building, including the current • use of each storey • the height of the building • the number of storeys in the building as determined in accordance with Regulation 5 of The Building Safety (Description of Higher-Risk Building) (Design and Construction Phase) (Wales) Regulations 2023 	

11	Electrical Installations in dwellings	
	Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS7671.	
	A	Competent Person Scheme No additional fees (see list of approved schemes in attached guidance notes)
	B	BS7671 Certificate A qualified competent electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671.
	C	Building Control Body This option will attract an additional charge of over and above the normal application charge identified from the charges scheme.
	D	Don't know (N.B. This option will attract an additional charge equivalent to that charged for option c above)
Note: Choosing option A or B at this stage and then reverting to option C on site will incur a greater charge equal to option C above, but additionally, may also involve the opening up of completed works, for inspection of fixed electrical wiring / installations.		

12**Charges – Please make cheques payable to Merthyr Tydfil County Borough Council****Table A.** Dwellings not more than 3 storeys & not more than 300m² in floor area

Number of dwelling

For other dwellings use table 3

Table B. Certain domestic extensions, Loft conversions, Garages / carport & workFloor area (m²)extensions with floor area over 60m²
use table 3**Table C.** Other works based on the full estimated cost

Estimated cost £

Important – Please provide and
estimate to avoid a possible delay
with your submission**Fees for electrical works. Use Table 2****Total charges payable****13****Declaration**

This application is made in relation to the building work etc., as described above. It is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.

I / we apply for a Regularisation Certification as described on this form and as detailed on any supplementary documents.

Signature on behalf of:

**insert applicants name where the declaration is made by an agent*

Date:

This form cannot be used for building regularisation certificate applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings.

Guidance Notes

Submission details

Unauthorised works applications should use the 'Regularisation' option, other proposals can choose either the ' Full plans' or 'Building Notice' options, however, the Building Notice choice cannot be utilised where:-

The building is a 'designated use' under the Fire Precautions Act 1971 which Includes offices, shops, factories and hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997, Or where there is a duty to consult with the Fire Authority under the Regulatory Reform Order (Fire Safety) 2005.

The following details should be submitted with one completed copy of the application form and the appropriate fee.

1. Building Regulations Approval with Full Plans:-

Full constructional specification and details plus duplicate copies of plans.

2. Building Notice Applications:-

In the case of a Building Notice, a site plan and other particulars in accordance with Regulation 13. Additional information may be requested.

3. Regularisation application:-

In accordance with Building Regulations 21 (3), the Council may require the applicant to take reasonable steps, including laying open the unauthorised works 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 legislation.

4. The Party Wall Act 1996:-

Some works in relation to party walls could invoke proceedings under the Party Wall Act 1996, you should understand these requirements prior to undertaking such proposal

5. Completion Certificates:-

Completion Certificates will only be issued when an appropriate electrical safety certificate has been received and the relevant Building Regulations charge has been paid in full.

6. Drainage Connection:-

Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

7. Regulations:-

These notes are for general guidance only; Full particulars regarding the deposit of the applications are contained in Regulation 13, 14 & 21 of the Building Regulations 2000 and, correspondingly in relation to Building Regulations fees the building (Local Authority Charges) Regulations 2010.

For further information or advice on Building Regulation matters please contact:

Merthyr Tydfil County Borough Council - Building Control, Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ Telephone: 01685 726263 / 726257

IMPORTANT: PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS

AND ANY NECESSARY PLANNING PERMISSIONS OBTAINED (If you haven't already done so you are advised to contact Development Control Tel: (01685) 726280, BEFORE ANY WORK ON SITE IS COMMENCED.