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**APPLICATION FOR A REGULARISATION CERTIFICATE**

The Building Act 1984, The Building Regulations 2000 (As Amended)

**1 Location of property to which the application relates:**

.....

..... **Post Code:** .....

**2 Work carried out (See note 3):** .....

**3 Date when work carried out (See note 8)**.....

**4 Use of Building:** Is the building an office, shop or workplace? (See note 4) YES / NO

**5 Fee (See note 5):** Floor area if an extension or new building? ..... ..

Estimated cost, if not a domestic extension or new house or flat? .....

Fee enclosed £ .....

**6 Applicant's details (See note 2)\* Name:** .....

**Address:** .....

**Post Code:** ..... **Tel:** ..... **Fax:** .....

**7 Agent's details (if applicable) Name:** .....

**Address:** .....

**Post Code:** ..... **Tel:** ..... **Fax:** .....

**8 Conditions**

I agree to take such reasonable steps, including laying open the unauthorised work for inspection by the Authority, making tests and taking samples, as the Authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

**9 Statement**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 21 and is accompanied by the appropriate fee.

**Name (please print):** .....

**Signed:** ..... **Date:** .....

## **GUIDANCE NOTES**

1. This procedure is only applicable for works carried out since 11 November 1985.
2. The 'applicant' is the building owner. The applicants details must include the appropriate prefix (e.g. Mr, Mrs or Miss), their first name and full post code.
3. Two copies of this notice should be completed and submitted with plans and particulars indicating the works carried out.
4. Where Part B (Fire Safety) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.
5. A regularisation application must be accompanied by the appropriate charge or fee. Schedule 2 prescribes the fee for extensions of not more than 60m<sup>2</sup> in floor area and detached garages or carports. Schedule 3 prescribes the fee for works to which Schedules 1 and 2 do not apply. The appropriate charge is dependent upon the type of work carried out. Scales of charges and methods of calculation are set out in the attached guidance notes on charges.
6. VAT is not payable.
7. These notes are for general guidance only; Full particulars of a 'Regularisation' request are contained in Regulation 21 of the Building Regulations 2000, and in respect of charges (Local Authority Charges Regulations 1998).
8. The relevant requirements are those relating to building work in the building regulations which were applicable to that work when it was carried out.
9. Further information and advice may be obtained from the Building Control Surveyors between the hours **9am-10am** daily or by telephoning **0208 496 6761/2/3**.

Environment and Regeneration  
Waltham Forest Council  
Sycamore House  
Forest Road  
London E17 4JF  
Telephone: 020 8496 6761/2/3  
Email [building.control@walthamforest.gov.uk](mailto:building.control@walthamforest.gov.uk)

[www.walthamforest.gov.uk](http://www.walthamforest.gov.uk)

## **REGULARISATION CHARGE (FEE)**

Statutory Instrument 1998 No 3129: The Building (Local Authority Charges) Regulations 1998, Waltham Forest Building Control Charges Scheme No 2 (2006), effective from 1/4/2006.

### **SCHEDULE 1: New dwellings**

**CHARGE: £486.00 per dwelling**

### **SCHEDULE 2: Charges for certain small buildings and extensions**

<b><u>TYPE OF WORK</u></b>	<b><u>CHARGE</u></b>
1. Detached garage or carport with a floor area of not more than 40m <sup>2</sup> , which is not exempt from control	<b>£152.20</b>
2. An extension to a dwelling of not more than 10m <sup>2</sup> in floor area	<b>£337.00</b>
3. An extension to a dwelling of between 10m <sup>2</sup> – 40m <sup>2</sup> in floor area	<b>£459.60</b>
4. An extension to a dwelling of between 40m <sup>2</sup> - 60m <sup>2</sup> in floor area	<b>£612.80</b>

#### **Note:**

Detached garages and carports of less than 30m<sup>2</sup> internal floor area are currently exempt from control under the Building Regulations subject to being at least 1 metre from all boundaries and constructed predominantly from non-combustible materials.

### **SCHEDULE 3: Work other than work to which Schedule 1 and 2 apply**

Minor works where estimated cost of work is **£5,000** or less  
Charge

1. Where the estimated cost is £1,000 or less	<b>CHARGE</b> <b>£144.00</b>
2. Where the estimated cost exceeds £1,000 but does not exceed £5,000	<b>£240.00</b>

**SCHEDULE 3 continued: Other works where estimated cost of work exceeds £5,000**

3. Where the estimated cost is £5,000-£10,000:	£312.00
4. Where the estimated cost is £10,001-£15,000:	£369.60
5. Where the estimated cost is £15,001-£20,000:	£438.80
6. Where the estimated cost is £20,001-£25,000:	£494.40
7. Where the estimated cost is £25,001-£30,000:	£552.00
8. Where the estimated cost is £30,001-£35,000:	£609.60
9. Where the estimated cost is £35,001-£50,000:	£782.40
10. Where the estimated cost is £50,001-£75,000:	£976.80
11. Where the estimated cost is £75,001-£100,000:	£1358.40
12. Where the estimated cost is £100,001- £1 million:	

£1358.40 plus £5.00 for each £1000 or part thereof over £100,000

Where the estimated cost exceeds £1 million, contact LBWF Building Control.

**Notes:**

The estimated cost of work means an estimate accepted by the Local Authority of such reasonable amount as would be charged for the carrying out of that work by a person in business to carry out such work.

**The regularisation charge must be paid in full at the time of deposit.**

**The following minimum charges apply:**

- 1 Where an extension to a dwelling, the total floor area exceeds 60m<sup>2</sup>, including the means of access and work in connection with the extension, the regularisation charge must not be less than £612.80.
- 2 Where an extension or alteration to a dwelling consists of the provision of one or more rooms in the roof space; the regularisation charge must not be less than £459.60.

*This information was correct at the time of writing June 2008.*