



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Building Regularisation Certificate Application Form (England)

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

1 Applicant details

Name

Address (including postcode)

.....

Phone

Email

2 Location of site to which the building work relates

Address (including postcode)

.....

.....

3 Unauthorised works

Description of the unauthorised work

.....

.....

4 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 applicant's name where the declaration is made by an agent

Date

Regularisation Guidance Notes

These notes are for general guidance only. Further details are available from Building Control, Telford & Wrekin Council and the Building (Local Authority Charges) Regulations.

- In accordance with Building Regulation 18, the Council may require you to take such responsible steps, including laying open the unauthorised work for inspection, carrying out tests and taking samples as they think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- Persons who have carried out the work are reminded Planning Permission may also have been required and you should contact the Planning Department on 01952 380380 or email: planning.control@telford.gov.uk
- Regularisations are **not** subject to VAT
- The Council is not obliged to accept this application or issue a Regularisation Certificate if they accept it.
- Payment can be made by card by calling the team on 01952 384555.
- Should you have any difficulty establishing the correct Building Regulation charge, please contact Building Control Business Support, Telford & Wrekin Council on 01952 384555

The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. Specifically it replaces fire certification with a general duty to take such fire precautions as may be reasonably required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out a risk assessment.

Premises where The Fire Safety Order applies include

- All non-domestic buildings
- Common areas in apartment buildings
- Shared parts of houses in multiple occupation

Charges

Please note, if we are not contacted in respect of your application for 3 years, an additional charge of £155.00 +VAT will be applicable to re-open your application. Also, if you require a replacement Completion certificate, a charge is applicable to cover the administration of this service. For more information please visit www.telford.gov.uk

If you have any difficulty in either reading or completing this application form, please contact Building Control on 01952 384555 for assistance.