

NORTHUMBERLAND

Northumberland County Council

Northumberland building control services

Further information for your regularisation certificate application

Making your application

The applicant is the building owner.

One copy of the notice should be completed and submitted with plans and particulars indicating the works carried out (see webpage for form).

Where part B (fire safety) imposes a requirement in relation to building work, a further two copies of the plans should be submitted.

Fee information

A regularisation application must be accompanied by the appropriate fee. This is charged at a rate of the normal fee payable had the works not otherwise already been carried out, plus 50% (VAT is not payable).

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, which is available on request.

Other information

In accordance with building regulation 18, the council may require an applicant to take reasonable steps to secure compliance with the relevant regulations. This includes laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate.

These notes are for general guidance only. Information on the regularisation process is contained in regulation 18 of the Building Regulations 2010 (as amended) and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. Further information and advice concerning the building regulations may be obtained from your local authority.

