

# Building Regularisation Certificate Application Form

The Building Act 1984

The Building Regulations 2010 as amended 2023

If your application is regarding works to a High Risk Building under the Building

Safety Act 2022 and the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations

2023, you must direct your application to the national Building Safety Regulator:

<https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

1	<b>OWNERS DETAILS:</b> Name: Address: Postcode:                      Tel:                      Fax:		
2	<b>AGENTS DETAILS:</b> Name: Address: Postcode:                      Tel:                      Fax:		
3	<b>LOCATION OF BUILDING TO WHICH WORK RELATES:</b> (attach site plan if building was extended or new build)		
4	<b>DESCRIPTION OF WORKS CARRIED OUT:</b> (Please provide plans indicating work carried out)		
5	<b>USE OF BUILDING:</b> 1. Previous Use: 2. Current Use:		
6	<b>CHARGES:</b> - Estimated Cost of Works £                      Floor Area (new build/extension)                      m <sup>2</sup> Charge Enclosed £ <i>See charges information overleaf. Full details on Building Regulation charges are contained within the Building (Local Authority) Charges Regulations 1998.</i>		
7	<b>OTHER INFORMATION:</b> 1. Have you applied for Planning Permission and/or Listed Building/Conservation Area Consent:                      YES                      NO <input type="checkbox"/> <input type="checkbox"/> If yes, please provide application reference number(s): If no, please contact your local planning office for advice.		
8	<b>DATE WORKS CARRIED OUT:</b> – (If not known give approximate date):		
9	<b>STATEMENT:</b> This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21(3) and is accompanied by a site plan and the appropriate charge I/We understand that further details/information may be required by the Local Authority. Name                      Signature                      Date		

**TABLE A – New dwellings (including flats up to three storeys)**

Units	Regularisation charge (£)
1	995.00
2	1365.00

**TABLE B – Extensions to dwellings**

Type of work	Full plans - staged fees						Full plans total charge		
	Plan charge			Inspection charge			Building notice charge		
	Charge	VAT	Total	Charge	VAT	Total	Charge	VAT	Total
Garages and car ports up to 60m2	-	-	-	-	-	-	275.00	55.00	<b>330.00</b>
Extensions up to 40m2	204.17	40.83	<b>245.00</b>	383.33	76.67	<b>460.00</b>	558.33	111.67	<b>670.00</b>
Extensions between 40m2 up to 80m2	304.17	60.83	<b>365.00</b>	408.33	81.67	<b>490.00</b>	683.33	136.67	<b>820.00</b>
Extensions over 80m2 up to 300m2	304.17	60.83	<b>365.00</b>	554.17	110.83	<b>665.00</b>	829.17	165.83	<b>995.00</b>
Loft conversion	204.17	40.83	<b>245.00</b>	383.33	76.67	<b>460.00</b>	558.33	111.67	<b>670.00</b>
Loft conversion and an extension up to 300m2	304.17	60.83	<b>365.00</b>	554.17	110.83	<b>665.00</b>	829.17	165.83	<b>995.00</b>

**TABLE C – Stand alone alterations to a single domestic building**

Type of work	Regularisation charge (£)
Replacement windows (dwellings only)	205.00
Removal of an internal wall (see notes)	245.00
Alterations to an existing electrical installation (see notes below)	305.00
Conversion of integral garage to habitable room	380.00
Upgrading of an existing thermal element, including re-roofing works and cavity wall insulation	205.00
Installation of micro generation equipment, (solar panels, wind turbines etc) and other low or zero carbon heating technology	205.00
Installation of a solid fuel appliance (wood burning stove etc)	205.00

**TABLE D – All other works**

The following is declared to be a true and reasonable estimate of the cost of works to which this application relates, excluding works contained in either tables A or B. If more than one building is involved, please provide a schedule of information.

Total estimated cost of works (£)	Regularisation Charge (£)
0 -5000	245.00
5001-10000	380.00
10001-20000	485.00
20001-30000	620.00
30001-40000	750.00
40001-50000	865.00

**Please send your completed Regularisation form and relevant charge (see below on how to pay) to**

Building Regulations and Standards (CH), Bristol City Council, PO Box 3399, Bristol BS1 9NE

**Regularisation charge:**

- You can pay your fee online [www.bristol.gov.uk/pay](http://www.bristol.gov.uk/pay) , OR
- telephone 0117 9223000, OR
- send your fee by post (cheques/postal orders made payable to Bristol City Council).

**Please note that if you intend to pay by telephone:**

- You must know the amount to be paid before calling.
- Have your credit or debit card ready
- Payment times are between 8.30am and 5pm, Monday to Thursday and on Fridays between 8.30am and 4.30pm
- The payment line is just for payments and not for any other type of enquiry.