



## 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  
& postcode

Phone

Email

### 2 Location of site to which the building work relates

Address  
& postcode

### 3 Description of unauthorised works

### 4 Use of the building

### 5 Date Commenced

Date

## 6 Charges

Number of Dwellings

Number of House Types

Affordable housing plot numbers

Estimated Cost of Works                    £

Extension Floor Area m<sup>2</sup>

Name of Person/Company responsible for payment

## 7 Declaration

This application is deposited 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 Building Notice Acceptance 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

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The use of a building regularisation certificate applications is to inform the local authority of unauthorised building work, is restricted to certain building types. Additional information will also be required to accompany your building regularisation certificate applications depending upon the unauthorised work carried out. Further information can be found in the attached guidance notes. 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. Applications for building work to higher-risk buildings can be made [here](#). Form created in October 2023.

**Please email your completed application form and supporting documentation to:** [buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)

If you would like any further or more detailed information please contact our Business Support team on **01743 258710** or visit our website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

# Guidance Notes

## Making an Application

Please email your completed application form and supporting documentation to:  
[buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)

**Application for Building Control Approval with Full Plans** should be accompanied by one set of working drawings and supporting information together with a block plan, a site location plan and the relevant plan fee based upon the current fee charges for Shropshire Council.

Up on receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within five weeks, or within such longer period as at any time the authority and the applicant agree in writing (usually eight weeks).

**A Building Notice Application** should be accompanied by a site location plan and relevant fee based upon the current fee charges for Shropshire Council.

You may submit additional information if you wish. Shropshire Council also reserve the right to request further information. Unlike the Full Plans approach, a Building Notice does not undergo the formal decision-making process. As a result, you will not have the benefit of a formal approval.

Where your application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety Order) 2005 then you must submit a Full Plans Application and NOT a Building Notice.

It is recommended that you only use the Building Notice route if you and your builder have a good understanding of how to achieve compliance with the Building Regulations. Note: A building notice cannot be used where the proposed work is within 3m of a public sewer.

**A Regularisation Application** should where possible be accompanied by one set of working drawings and supporting information together with a block plan, a site location plan and the relevant application fee based upon the current fee charges for Shropshire Council.

**A Reversion Notice** should where possible be accompanied by one set of working drawings and supporting information together with a block plan, a site location plan and the relevant application fee based upon the current fee charges for Shropshire Council.

## Charges

See our Building Regulation Charges Guidance for details of our charges and how to calculate them or contact our business support team on 01743 258 710 for help and assistance.

## **Public Sewers**

If a building or extension is within 3m of a public sewer, we may need additional information so that we can consult with the relevant sewage undertaker, you will be told of this as soon as possible.

## **Grant an application for building control approval with full plans subject to requirements.**

Requirements may suggest changes to the full plans or ask for extra information.

## **Extension of Time**

A longer period may be agreed at any time with the authority in writing to answer any queries or to provide any additional information that may be needed before Building Control Approval is granted - usually an additional three weeks.

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## **Town and Country Planning**

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control on 0345 678 9004.

## **Data Protection**

Information held as part of your application is used by the Council to carry out its duties and to manage its service. Personal information is treated with confidentiality but subject to copy right and commercial restrictions, other information may be shared with third parties to provide services or to detector prevent crime or fraud.

Full details of the Council's Freedom of Information Policy and Data Protection may be viewed on the Council's website [www.shropshire.gov.uk](http://www.shropshire.gov.uk) or telephone 0345 678 9004.

Note: The above are simplified general guidance notes if you would like any further or more detailed information, please contact our Business Support team on **01743 258 710** or visit our website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)