

**For further advice, please contact:-  
Building Control Unit  
Planning Services  
Bassetlaw District Council  
Queen's Buildings  
Potter Street  
Worksop  
Notts  
S80 2AH**

**Telephone: 01909 533292  
Fax: 01909 533400**

**e-mail: [building.control@bassetlaw.gov.uk](mailto:building.control@bassetlaw.gov.uk)**

# **REGULARISATION CERTIFICATES**

**BUILDING CONTROL  
GUIDANCE NOTE**



**OF A SERIES**



**BASSETLAW**  
DISTRICT COUNCIL  
NORTH NOTTINGHAMSHIRE

## REGULARISATION CERTIFICATES

It's common for building work to be undertaken without the appropriate procedure being followed. Where this happens, problems often arise during the conveyancing process. This leaflet provides information about the regularisation procedure and what to do to sort out the difficulties.

## PURPOSE

The regularisation procedure allows the Local Authority to consider appropriate works carried out and completed without the submission of plans and giving notice.

This power does not replace the enforcement powers already available to the Local Authority and does not provide a short cut for those who failed to follow the correct procedure.




## REGULARISATION PROCEDURE

Regularisation is a procedure which property owners follow where problems arise in the conveyancing, i.e. selling, of property.

It is important to note that an owner is under no obligation to make an application for a Regularisation Certificate; equally, the Council is under no obligation to accept it. An application for a Certificate can relate only to completed work.

However, in order to assess whether compliance with Building Regulations has been achieved, the Council can ask the applicant to "open up" work, which assumes a reasonable level of cooperation between the applicant and the Council.



An application for a Regularisation Certificate can only be made where

-  *the work commenced after 11th November 1985*
-  *the work came within the scope of the Regulations, and*
-  *no application was made at the time*

## ISSUE OF CERTIFICATE

Before a certificate can be issued, the Council must be reasonably satisfied that the works conform to the Building Regulations and that there is no risk to the health and safety of the persons in or around the property.

The Council may then

-  say whether additional works are required to meet Building Regulation standards, or
-  issue a Certificate indicating that the unauthorised works are in compliance with the Building Regulation standards

Please consult the Building Control Unit prior to making an application, to find out what information is required and the charges for the type of work involved.