

Regularisation Certificate Application (Wales) – Notes and Checklist

	Is a Regularisation Certificate Application suitable?	Regulation	Is this applicable? Yes or No
1	Was the unauthorised building work before the 11th November 1985? Any building work carried out before 11th November 1985 is not eligible to be regularised.	18(1)	
2	Is the building work etc., in relation to higher-risk building work? A regularisation certificate application given to the building control authority using this form is not appropriate in these circumstances.	2C 2D	
3	Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force? If so, Regulation 17 of The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024 (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and a building regularisation certificate application is not appropriate.	12(7) 17 - The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024	
4	Is the proposed work to an exempt building or exempt work? An application for a regularisation certificate is not appropriate in these circumstances.	9 Schedule 2	
5	Has the building work been carried out under a self-certification scheme or third-party certification scheme exempt from the requirement to notify the building control authority? An application for a regularisation certificate is not necessary in these circumstances.	12(6)(a) 20 20A Schedule 3 Schedule 3A	
6	Is the description of the work such where no requirement to notify the building control authority? An application for a regularisation certificate is not necessary in these circumstances.	12(6)(b) Schedule 4	

If the response to all the questions above is 'no' then an application for a regularisation certificate is appropriate for the proposed work. Where the response is 'yes' for row 2, a higher-risk building application should be made to the Building Control Authority under [Regulation 46 of The Building \(Higher-Risk Buildings Procedures\) \(Wales\) Regulations 2025](#). Where the response is 'yes' to any other row, the application for a regularisation certificate is not appropriate.

Is additional information required?		Regulation	Included or not applicable?
7	So far as is reasonably practicable, a plan of the unauthorised work is required.	18(2)(c)	
8	So far as is reasonably practicable, provide a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out.	18(2)(d)	

Further Information		Regulation	
9	Unauthorised building work means building work, other than work in relation to which an initial notice, an amendment notice, a public body's notice has effect, which is done without: • a building notice being given to the building control authority • an application for building control approval with full plans of the work being given to the building control authority or: • a notice of intention to start work being given in accordance with Regulation 16(1), where a building notice has been given or an application for building control approval with full plans of the work has been given.	18(8)(a)	

Fee Information		Regulation	Response yes/no
10	Is there an exemption for building work solely required for disabled persons?	4 - The Building (Local Authority Charges) Regulations 2010	
11	Has the appropriate fee been agreed?	5 - The Building (Local Authority Charges) Regulations 2010	
12	Has the payment been provided with the application?	8 - The Building (Local Authority Charges) Regulations 2010	

This document provides information for some of the more common building work scenarios. Reference should always be made to the Building Regulations 2010 (as amended) for full details.

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