

Building Regulations Regularisation Form

The Building Act 1984, The Building Safety Act 2022,
The Building Regulations 2010 (as amended).



1 Applicant details

Name	
Address	
Phone	
Email	

2 Site address

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3 Description of the unauthorised works

Value of the building work to nearest £1000	

4 Intended use(s) of the building

Previous use before work took place	
Use of building since work took place	
Number of storeys excluding basements	
Number of basement storeys	

5 Details

Is the building a higher risk building? (Over 18m/7 storeys with 2 or more flats)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the building controlled under the Regulatory Reform (Fire Safety) Order 2005? (e.g. flats with a common staircase, HMOs, hostels, all non-residential buildings)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the unauthorised building work carried out prior to 11 th November 1985?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6 Documents to provide

Site location plan of 1:1250 or larger scale	<input type="checkbox"/> Attached
Plans showing the work at a suitable scale	<input type="checkbox"/> Attached
Structural calculations (for beams over 3m length)	<input type="checkbox"/> Attached

Table 1 – New build dwellings up to 300m²

Number of dwellings	Submission fee	Inspections included (up to)
1	£1,562.50	8
2	£1,937.50	10
3	£2,337.50	12
4	£2,737.50	14
5	£3,125.00	17
6	£3,562.50	20

Table 2 – Fixed fees

Type of work	Submission fee	Inspections included (up to)
Garage conversion (Full or part)	£562.50	4
Replacement Windows (Per 10 windows)	£312.50	2
Domestic Re-roofing (Up to £10,000 value)	£375.00	3
Solar panels and replacement thermal elements	£375.00	3
New garages up to 60m ²	£625.00	4
Extensions up to 40m ²	£875.00	7
Extensions from 40m ² – 60m ²	£1125.00	9
Loft or basement conversion up to 40m ²	£812.50	7
Loft or basement conversion 40m ² – 60m ²	£1,062.50	9
Underpinning	£687.50	6
Removal of internal walls (Up to £10,000 value)	£375.00	3

Table 3 – All other work

Estimated value of building work	Submission fee	Inspections included (up to)
Up to £10,000	£500.00	4
£10,000 to £40,000	£875.00	6
£40,000 to £60,000	£1125.00	8
£60,000 to £100,000	£1250.00	10

For works that do not appear to fit in the categories above, or for Table 3 where fewer visits are likely, please email buildingcontrol@warwickdc.gov.uk to ask for a quote, providing details of the proposed works.

8 Declaration

This application is made in relation to the building work etc., as described above. It is submitted in accordance with Regulation 18 and the appropriate charge will be paid within 14 days.

I / we apply for a regularisation certificate as described on this form and as detailed on any supplementary documents.

Signature of applicant	
On behalf of (if applicable)	
Date	

9 Notes

1. Please note that VAT is not incurred for Regularisation applications.
2. A Regularisation application is for work which has already taken place illegally. If items shown on the plans do not comply, the officer will contact the agent with a list of items. Plans can only be approved once works comply on site. The Building Control Officer will inspect the building work and may ask for certain parts to be uncovered.
3. There is a 50% discount for Replacement Windows, Replacement Roof, Garage Conversion or Other Works up to £5000 value if these works are together with a domestic extension, loft conversion or basement conversion.
4. The estimated cost should be in line with recommended RICS rates, not including VAT, decoration or fees.
5. Floor areas should be measured internally.
6. We offer up to an hour of free pre-application advice - please contact the office for details.
7. To view Warwick Building Control's privacy policy please visit <https://www.warwickdc.gov.uk/wbcprivacy>

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Contacts

Address Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT

Email buildingcontrol@warwickdc.gov.uk

Phone General enquiries 01926 456551
Admin enquiries 01926 456517

Officers

Phil Rook	N/A	Head of Building Control	N/A
Kerry Fowler	N/A	Principal Building Control Surveyor	07718 971254
Tom Scanlon	N/A	Principal Building Control Surveyor	07788 498914
Ash Ali	Rugby Borough	Building Control Surveyor	07986 876210
Kritesh Solanki	Rugby Borough	Senior Building Control Surveyor	07747 624152
Mark Stead	Rugby Borough	Senior Building Control Surveyor	07986 876208
Ryan Moore	Rugby Borough	Senior Building Control Surveyor	07718 971251
David Thorp	Warwick District	Senior Building Control Surveyor	07776 348985
Geoff Gibbs	Warwick District	Senior Building Control Surveyor	07986 876205
Kazim Dattoo	Warwick District	Assistant Building Control Surveyor	07747 624154
Sam Gowing	Warwick District	Assistant Building Control Surveyor	07580 821147
Tim Ward	Warwick District	Building Control Surveyor	07718 971253

