

Building Regularisation Certificate Application Form (England)

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

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.

Have you spoken to anyone in the Building Control team about this application?

Yes No

If Yes, please give details of who you spoke to and what was discussed.

Applicant Details (The person making this application on behalf of a client)

Name:

Address:

Tel No:

Email:

Client Details (The person(s) for whom a project is being carried out)

Name:

Address:

Tel No:

Email:

Development Details

Site Address Location:

Description Of Unauthorised Work:

Please provide approximate date when the work was carried out:

Fees and Charges information

1. What is the gained floor area of any new build, extension, or loft conversion?
2. Please provide estimated cost of works excluding VAT. (As would be charged by a builder
3. Plan and Inspection fee £

Declaration

This application is made 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 the Regularisation certificate 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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- Data Protection Act 1998. Torbay Council will use the information given by you to provide you with the service requested. By signing this form you give consent to the disclosure of relevant information for the purpose of consultation, to and by other departments within Torbay Council, and other regulatory bodies. If you are in a business, by completing your details you are adding yourself into our business customer and prospect database. We may use your business details to send you updates on changes in the building regulations, events and training, case studies, construction details, notices on awards and information on additional services relevant to your business. If you are a home owner, we don't retain personal data from members of the public for marketing purposes. Your name, address and details will only be used to provide the information and service help you have requested. Data may also be used for the purposes of the prevention and detection of crime/fraud. If you would like to access your personal information held by Torbay Council please e-mail Information Governance (dp@torbay.gov.uk) or telephone 01803 201201.
 - See page 3 for fees and charges.

Regularisation Fees – Effect from 1st April 2026

Domestic extension and alterations	Regularisation charge
Extension not exceeding 10m sq.	915.00
Exceeding 10m sq but not over 40m sq	1310.00
Exceeding 40m sq and over	1630.00
Loft conversion	1445.00
Any garage/carport	790.00
Replacement of windows 1-4	270.00
Replacement of windows 5+	340.00
Controllable electrical work	310.00
Re- wiring a whole house	400.00
Renovations to a thermal element to a single dwelling	400.00
Installation of microgeneration system, Installation of solid fuel, gas or oil fired Appliance	340.00
Garage conversion	790.00

The building or conversion of new dwellings

Number of dwellings	Regularisation charge
1	1325.00
2	1,656.00
3	1884.00
4	2067.00

Calculation of charges for all other building works

Estimate Cost of Work	Regularisation Charge
Under 2,000	414.00
2,001 –5,000	560.00
5,001 – 10,0000	834.00
10,001 – 25,000	1025.00
25,001 – 50,000	1,242.00