



REGULARISATION APPLICATION

To: The Director
Environment & Regeneration
Merton Civic Centre, London Road
Morden, Surrey SM4 5DX
Email: BuildingControl@merton.gov.uk
Direct Line: 020 8545 3145

I hereby apply for a REGULARISATION CERTIFICATE in accordance with Regulation 18(2) for the unauthorised works described below.

A. Name and address of owner/occupier on whose behalf the work is to be carried out (IN BLOCK LETTERS PLEASE) _____

Email.....
Tel No.....

B. Name and address of agent/builder (IN BLOCK LETTERS PLEASE) _____

Email.....
Tel No

1. Full Address and postcode to which work relates _____
2. Description of work carried out (Plan of the unauthorised work to accompany this notice if available)

3.
 - a. Present use of building: Commercial/Residential
 - b. Is the building put to a use or used as a work place of a kind to which Part 11 of the Regulatory Reform (Fire Safety) Order applies. YES/NO
4. Date work commenced _____

YOU ARE REMINDED THAT PERMISSION FOR YOUR PROPOSED DEVELOPMENT MAY ALSO BE REQUIRED UNDER THE TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)



5. Conditions

I agree to take such reasonable steps, including laying open the unauthorised work for inspection by the Authority, making tests and taking samples, as the Authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

6. FEES for building control services.

If Table 1 work please state number of dwellings

If Table 2 work please state floor area

If Table 3 work please state the estimated cost of work excluding VAT

_____	_____
_____	m ²
£	_____
FEE: £	_____

7. Amount of Fee enclosed: £ _____

8. Signature of owner or agent acting on behalf of the owner.

Signed _____ Name _____ Date _____

NOTES

(a) This application can only be applied to unauthorised work which was commenced on, or after 11th November 1985 and for which no previous submission has been made.

For Office Use

Total charge received	£	Estimate agreed/not agreed	_____
Total charge required	£	Fee agreed/not agreed	_____
Under / over paid	£	Floor area	_____ m ²
Signed	_____	Estimate	£ _____

LONDON BOROUGH OF MERTON
REGULARISATION OF UNAUTHORISED BUILDING WORKS

Where building works have been carried out for which due notice, as required by Building Regulation 12 has not been given to the Council (unauthorised works), such works have been carried out in contravention of the Building Regulations and until the coming into force of the Building Regulations (Amendment) Regulations 2010 it was not possible to regularise the situation as there was no means of obtaining retrospective approval.

By virtue of the Building Regulation 18 any owner of unauthorised work which was commenced after 11th November 1985 may apply to the local Authority for a REGULARISATION CERTIFICATE.

The application must state that it is made in accordance with Regulation 18 and include, as far as is reasonably practicable, plans of the unauthorised works and a plan showing any additional work required to be carried out to ensure that the unauthorised works will comply with the regulations relating to the unauthorised works.

When the Local Authority receives an application they may require the applicant to open up parts of the unauthorised works for inspection by the Authority, take samples and make tests as they consider necessary so that they can decide what works (if any) are necessary to make the work comply with the Regulations.

The Council will inform the applicant what works are needed or that they are unable to determine what work is required, should that be the case.

When the Council are satisfied that the unauthorised works comply or have been altered so as to comply with the requirements of the Regulations they may issue a REGULARISATION CERTIFICATE.

A charge for this service, in accordance with the Council's charges scheme No.7. Dated 1st of July 2019 will be made and **NO REFUND** is payable even if the Council are unable to issue a REGULARISATION CERTIFICATE.

To apply for a REGULARISATION CERTIFICATE the attached form should be completed and returned to the address on the form together with the plans described above and the correct charge as shown on the attached schedules.

Cheques should be made payable to the London Borough of Merton.

IMPORTANT - REGULARISATION CHARGE MUST BE PAID IN FULL AT TIME OF DEPOSIT

TABLE 1
REGULARISATION APPLICATIONS
CHARGES FOR SMALL DOMESTIC BUILDINGS

Number of Dwellings	Basic Charge £
1	2
1	985.00
2	1315.00
3	1645.00
4	1975.00
5	2470.00
6	2800.00
7	3125.00
8	3455.00
9	3950.00
10	4280.00
11 to 30	330.00

For each house or flat up to 30 add £330.00

For each house or flat above 30 negotiable on cost of providing the building control service

TABLE 2
REGULARISATION
CHARGE FOR CERTAIN SMALL BUILDINGS AND EXTENSIONS

Type of Work	Amount of Regularisation charge
	£
CHARGE FOR CERTAIN SMALL BUILDINGS AND EXTENSIONS	330.00
2. Any extension excluding a conversion of the existing roof space into habitable rooms the total floor area of which does not exceed 10m ² including means of access and work in connection with that extension.	580.00
3. Any extension excluding a conversion of the existing roof space into habitable rooms the total floor area of which exceeds 10m ² , but does not exceed 40m ² , including means of access and work in connection with that extension.	745.00
4. Any extension excluding a conversion of the existing roof space into habitable rooms the total floor area of which exceeds 40m ² but does not exceed 60m ² including means of access and work in connection with that extension.	985.00
5. Any conversion of an existing roof space into habitable rooms the total floor area of which does not exceed 40m ² .	660.00
6. Any conversion of an existing roof space into habitable rooms the total floor area of which exceeds 40m ² but doesn't exceed 60m ² .	985.00

Notes: Detached garages and carports less than 30m² internal floor area are exempt subject to being not less than 1m from all boundaries or are constructed substantially of non-combustible materials.

**TABLE 3
REGULARISATION**

WORK OTHER THAN WORK TO WHICH TABLES 1 AND 2 APPLY

ESTIMATE COST OF WORK £	Amount of Regularisation charge £
0 – 2,000	330.00
2,000 – 5,000	495.00
5,001 – 10,000	580.00
10,001 – 15,000	660.00
15,001 – 20,000	745.00
20,001 – 25,000	820.00
25,001 – 30,000	900.00
30,001 – 35,000	980.00
35,001 – 40,000	1065.00
40,001 – 45,000	1150.00
45,001 – 50,000	1230.00
50,001 – 60,000	1315.00
60,001 – 70,000	1480.00
70,001 – 80,000	1645.00
80,001 – 90,000	1810.00
90,001 – 100,000	1975.00
100,001 – 120,000	2140.00
120,001 – 140,000	2345.00
140,001 – 160,000	2470.00
160,001 – 180,000	2635.00
180,001 – 200,000	2800.00
200,001 +	Fees to be agreed with Building Control based on the cost, the type of work and the estimate of the cost of the building control function.

Note: Estimated cost of work means an estimate accepted by the Local Authority, of such reasonable amount as would be charged for the carrying out of that work by a person in business to carry out such work at the time of the application.