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Application for a Regularisation Certificate under the Building Regulations 2010

May be filled in by the architect, surveyor, project manager, builder or occupier.

I would like to apply for a Regularisation Certificate for the building work that has been carried out. I am sending you this application and plans in line with regulation 18 of the Building Regulations 2010.

Address of building
or site:

Your full name and address:

Phone number:

Can we reply by e-mail?

Email address:

Are you: the architect?

the surveyor?

the project manager?

the builder?

Other?

Please specify

Full name and address
of the person or company
the work was carried
out for:

Phone number:

Email address:

Is this the building's:

owner?

occupier?

Other?

Please specify

Description of the work carried out (including details of which floor the work is on):

Does Section 20 of the London Building Acts (Amendment) Act 1939 apply to the building? (See note 1.)

Yes You also need to apply for Section 20 approval.

No

Not sure? Phone us on 020 7332 1000.

Category of Work (See note 2.):

Cat A to Cat B	<input type="checkbox"/>	Refurbishments & Extensions	<input type="checkbox"/>
Simple Office Alterations	<input type="checkbox"/>	Material Change of Use	<input type="checkbox"/>
Retail	<input type="checkbox"/>	Small Residential Alterations	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please specify	<input type="text"/>

If 'other', phone Geoff Martin on 020 7332 1962 or Bill Welch on 020 7332 1939 for guidance with the charge.

How much Regularisation charge is enclosed? (See note 3.)

How much Section 20 charge is enclosed? (See note 4.)

Total Charge enclosed

Please list the plans you have enclosed (See note 5.) or attach a schedule.

Your signature:

Date:

Notes to help you fill in your Regularisation application

This form should be filled in by the person responsible for the work: architect, surveyor, project manager, builder or occupier/landlord.

Please make sure you have:

- enclosed the Regularisation charge (see note 4);
- enclosed the Section 20 charge, if appropriate (see note 5);
- signed the application for a Regularisation Certificate; and
- enclosed sufficient plans (see note 8).

1 - About Section 20

Section 20 is a part of the London Building Acts (Amendment) Act 1939. It applies to any building more than 30 metres high. It also applies to buildings higher than 25 metres if they cover an area of more than 930 square metres, and some commercial buildings (for example, warehouses) that have a volume of more than 7100 cubic metres. For these buildings extra fire-safety measures are usually needed.

You need separate approval. For this there is an extra charge (see note 5).
If you are not sure whether Section 20 applies, phone us on 020 7332 1000.

2 – Categories of work

From Cat A to Cat B – Office alterations including first time fit-outs of shell and core buildings.

Retail – Shops selling goods.

Material change of use – Where the proposal is to create within an existing building a first time or additional dwelling, flat, hotel or boarding house, institution, public building, shop or room for residential purposes. (The full definition of this category is given in clause 6 of the Building Regulations 2010.)

Refurbishments & Extensions – This covers work involving significant alteration or addition to the structure or external enclosure of the building.

Simple office alterations – Straightforward amendment of floor layouts of existing offices.

Small residential alterations – Straightforward amendment of residential layouts.

3 - Paying the Regularisation charge

Regularisation Charges will be assessed by means of individual quotations, taking into account the likely time to be spent on them. As a first move, you will need to discuss the application with this office and submit details of the work.

Please contact Geoff Martin on 020 7332 1962 or Bill Welch on 020 73 32 1939 for guidance. There is no VAT applicable on the Regularisation Charge. Please make your cheque payable to 'City of London'.

4 - Paying the Section 20 charge

This charge should also be paid by the person or company the work is being carried out for. This is usually the owner or occupier. Please see the table on page 5 for the amount due. You should send the Section 20 charge with the Section 20 application. There is no VAT on the Section 20 charge. If you are not sure about the charge due, phone us on 020 7332 1000.

5 - The plans

Please send us one hard copy set of plans and one electronic set on CD/DVD containing PDF, TIF or AutoCAD (PDF preferred) versions of the plans if available, giving details of escape routes and fire-safety measures and other relevant works/information. If you are also applying for Section 20 approval, you do not have to send us any extra plans.

Your plans should show as much detail as possible. For alterations to office partitions, please show all new work and how the new rooms are being used. If you need any help, please phone us on 020 7332 1000 and ask for the surveyor dealing with your building.

6– How long will it take to deal with your application

We aim to visit the premises within 7 days of receipt of your application and advise you of our findings and any additional requirements within two weeks of our inspection.

7 - Customer surveys

From time to time, the City of London District Surveyor's Office carries out customer surveys. Any personal information you give us will be processed in line with the Data Protection Act 1998. It will only be used to improve the service we provide and will not be shared with any third party. If you have any queries, please email our Data Protection Officer: DES-DataProtection@cityoflondon.gov.uk.

Table of Section 20 charges (from 3 June 2006)

The charge due depends on the estimated cost of the work and whether it is 'major work' (such as a new building, an extension or extensive alterations) or 'minor work' (alterations in existing buildings, for example, alterations to office partitions).

The charge shown is a reduced charge you would pay if you apply for Section 20 approval when you send in this application.

Section 20 charges								
	Major work						Minor work	
Estimated cost	Up to £1million	Between £1million and £5million	Between £5million and £10million	Between £10million and £20million	Between £20million and £40million	Over £40million	Up to £1million	Between £1million and £5million
Reduced Section 20 charge (no VAT due)	£300	£600	£900	£1200	£1800	£2400	£150	£300