



Building Regulations Regularisation Certificate Application form (Wales) for non-higher-risk building work

1. Applicant details *(The person submitting the regularisation application to the Local Authority)*

Name:	
Address & Postcode:	
Phone:	
Email:	

2. Client details *(The person for whom the building work was originally carried out)*

Name:	
Address & Postcode:	
Telephone:	
Email:	



Notes

[Design and building work: meeting building requirements | GOV.WALES](#)

[Part 2B \(dutyholders and competence\) of these Regulations](#)

[Regulation 18](#)

The below roles 1-2 can overlap but must still be clearly identified.

1. **Applicant details** - The person submitting the regularisation application.
2. **Client details** - The person for whom the building work was originally carried out. Holds overall responsibility for ensuring compliance.
3. **Location and of site** - The full postal address of the location where the building work is to be carried out, including postcode
 - This must clearly identify the exact site of the works.
 - A location plan must be submitted with the application, showing the site outlined in red and sufficient surrounding detail to identify the location.
4. **Unauthorised Works and date works started**
 - **Unauthorised Works** - Provide a description of the building work carried out without Building Regulation approval. Describe the work as clearly as possible (e.g. extension, loft conversion, removal of walls, installation of drainage). Include key details such as:
 - Approximate size or extent
 - Any significant structural or layout changes
 - Avoid vague descriptions such as “alterations” — give enough detail for the work to be understood and assessed
 - **Approximate date work started** - State the approximate date when the unauthorised work commenced. Provide the **best estimate** if the exact date is not known
5. **Fee Charges** - State the applicable Building Control fees, including plan charge and inspection charge, payable for this application. If you are unsure of the fee, then please contact Building Control on **01267 246044** or building.control@carmarthenshire.gov.uk
6. **Declaration** - The declaration confirms that the information provided is correct and that the applicant is authorised to act on behalf of the client. The client confirms they agree to the application and understand their responsibilities under the Building Regulations. Signatures may be provided electronically.