



CHIEF EXECUTIVE'S OFFICE &  
ECONOMIC GROWTH GROUP  
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01325 406214

[buildingcontrol@darlington.gov.uk](mailto:buildingcontrol@darlington.gov.uk)

## Regularisation/Reversion Application Guidance Notes

### **Step 1: Submission**

A Regularisation/Revision application form is submitted. Please also submit any photographs or details you hold in relation to the work, including those taken during the construction stages.

Regularisation applications are for retrospective approval when works have been carried out without a valid Building Regulation application. They apply to works completed over 12 months ago, but no earlier than 11 November 1985.

Reversion applications are for building works that were originally registered as Initial Notice and inspected by an Approved Inspector but have been handed over to Local Authority Building Control to complete the Building Control Checks. We require you to submit Form 7 (Notice of Cancellation) and the Reversion Application Form.

The forms can be filled out online through the following link:

<http://www.darlington.gov.uk/environment-and-planning/building-control/application-forms-and-fees/>

The relevant application fee must be paid at this stage to validate the application and commence the processing of application.

### **Stage 2: Inspection/Verification of the work**

Please contact our office to arrange an initial inspection, we may ask you to uncover elements of the work in preparation. We can be contacted on 01325 406214 or [buildingcontrol@darlington.gov.uk](mailto:buildingcontrol@darlington.gov.uk)

Following the inspection, we will write to you to confirm any items for which we require further information or works that require uncovering or where remedial work needs to be carried out.

### **Stage 3: Completion and Certification**

We will continue to assess the work and information provided until we reach a stage where we have enough information to confirm, as far as can be established that the work complies with Building Regulations.



At this point a Regulariation/Reversion certificate will be issued. This document is proof that the work is compliant with Building Regulations and deemed safe for habitation/use.

**If you do not receive a copy of this certificate we would strongly advise that you contact us to follow this up.**

These certificates are valuable documents and could prove essential should you wish to sell or remortgage your property. They may also be required for insurance purposes.

*If you require any further information please do not hesitate to contact us on 01325 406214.*

