



**DARLINGTON
BOROUGH COUNCIL**

Reversion Application

The Building Act 1984
The Building Regulations 2010

PLANNING, BUILDING CONTROL AND RELATED APPLICATIONS METRIC MEASUREMENTS

Please note that, in order to avoid legal challenge and to comply with E.C. Directive 80/181/EEC, Planning and Building Control related applications should be submitted in metric rather than imperial measurements. As a result, any application containing imperial measurements only cannot be accepted by the Council and must be returned to the applicant or his/her agent for conversion to metric measurements

THIS FORM SHOULD BE COMPLETED BY THE OWNER OR AGENT. **PLEASE USE BLOCK CAPITALS.** IF THE FORM IS UNFAMILIAR PLEASE READ THE NOTES ON THE BACK.

Date Received
Ref. No.:
Receipt No.:
Application Fee:

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

1 Applicant's details

Name:

Address:

Postcode:

Tel.:

Fax/E.mail:

2 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax/E.mail:

3 Location of building to which work relates

Address:

Postcode:

Tel:

Fax/E.mail:

4 Proposed work

Number of storeys:

Description:

5 Use of building

1. State the proposed use:

2. State the present use:

6 Fees (see Note 8 overleaf and separate guidance note on fees for information)

1. If erection of a new dwelling or conversion to dwelling please state number of dwellings and types Total: No. of Types

2. If domestic extension please state floor area m²

3. If all other work please state estimated cost of the work £

7 Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12(2)(a)

Name:

Signature:

Date:

The information from this form will be processed in compliance with the Data Protection Act 1998. The information may also be cross-checked with other information held by the Council and other relevant agencies to prevent and detect fraudulent applications.



Reversion Application Guidance Note

A Reversion Application is the application process to be used under the Building Regulations 2010 where an Initial Notice from a Corporate Approved Inspector has ceased to be in force and the application is required to revert back to the Local Authority.

The reversion process requires that a Notice of Cancellation (**Form 7**) is completed and returned to the Local Authority by the person carrying out the work (this is considered to be the owner of the building). Failure to do so is considered a criminal offence and liable to prosecution. If practical a copy of Form 7 should also be sent to the Approved Inspector. We enclose a copy of **Form 7** for you to complete at your earliest convenience.

In order to register the reversion we also require the submission of a **Building Regulations Reversion Application form**.

Building Regulations Reversion Application form along with as much of the following information that is available/relevant to your project:-

- Scaled plans, drawing, specifications and other relevant design documentation sufficient to show the extent of the building work being undertaken and to demonstrate compliance with relevant building regulations.
- A plan certificate from your Approved Inspector.
- Copies of the installation certificates for the services (e.g. electrical certificate, gasafe certificate).
- Copies of reports/calculations/assessments undertaken (e.g. thermal calculations, structural calculations, and ground investigation reports).
- Records of the site inspections undertaken by your Approved Inspector confirming the dates of inspection, stage of work and observations recorded with respect to compliance with building regulations.
- Where it is proposed to erect a building, or extension or where the carrying out of underpinning will be within 3 metres of a drain or sewer shown on the relevant map of public sewer detailed plans will be required so that consultation can be made with the Northumbrian Water Authority.
- Where the work is being carried out to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies detailed plans will be required for the consultation with either the Fire Authority.
- Where the proposed work includes the erection of a new building or extension this notice shall be accompanied a block plan to a scale of not less than 1:1250 showing:
 - I. The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - II. The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
 - III. The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - IV. The provision to be made for the drainage of the building or extension.
 - V. The number of storey's in the building to which the proposal relates.

When the local authority receives the aforementioned information we will calculate the relevant fee for the application in accordance with the Darlington Borough Council current Scheme of Charges and contact you to take payment.

Once Form 7 and the Reversion Application Form (along with any accompanying documents) and the application fee has been received we will validate your reversion application and mark the Initial Notice registration as a reversion (which will close the Initial Notice application).

We will work with you to check that the work carried out so far is compliant with Building Regulations and we will check ongoing work for compliance through to completion of the project.

This process will involve the following stages:-

- The documents provided with the submission will be assessed for compliance with building regulations.
- The approved inspector site inspection records will be assessed to determine the site inspection regime that the local authority will need to adopt in monitoring the work already completed and in monitoring the ongoing work for compliance with building regulations. Please note that when taking account of the Approved Inspector's site inspection records, we may also require elements of covered building work to be opened up for our inspection. We will request this only when necessary, as proof of compliance with the Building Regulations.
- The local authority building control surveyor will undertake site inspections of both the completed and ongoing work and keep you/your builder informed of any matters of building regulations compliance.

On satisfactory completion of the project you will be provided with a **Building Regulations Reversion Certificate** for your records.

If you have any difficulty completing the application, or require any further advice, please contact **Building Control on 01325 406214**.

Please Note:

People proposing to carry out building work or make a material change of use of a building are reminded that separate permission may also be required under the Town and County Planning Acts.