



Guidance Note for Customers - Reversion Applications

Reversion is for works controlled by an Approved Inspector, who is no longer able to carry out their function.

If you have employed a third party Approved Inspector to carry out the building control function for controllable work under Building Regulations, an Initial Notice would have been submitted to the Council by that Approved Inspector. This notice would have removed the Council's Building Control Team from any obligation to control the work and the approval of these works would, therefore, be subject to the Approved Inspectors control.

However, should the Approved Inspector no longer be able to carry out this function, for whatever reason, and the works have commenced, the original submitted Initial Notice would need to be cancelled in the first instance.

This is known as a cancellation notice and can either be submitted by the Approved Inspector themselves or by the person undertaking the work/building owner.

The work will then need to revert to your Local Authority building control team in the form of what is known as a reversion application. Your Local Authority building control team is the only body allowed to retrospectively approve any controllable works required to comply with the requirements of the building regulations.

The person undertaking these works / building owner will need to take steps to ensure the development remains lawful. Please note a person failing to submit a cancellation notice, without reasonable excuse, is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

Step by step guide to the reversion application process

1. Request your Approved Inspector to cancel their initial notice under Section 52(1) of the Building Act 1984. Your Approved Inspector will do this using Form 6 contained in The Building (Approved Inspectors etc.) Regulations 2010 and send it to the Local Authority.
2. If your Approved Inspector does not act on your request, the Local Authority can accept notice of cancellation of the initial notice by the person undertaking the building work/building owner (as named on the initial notice) under Section 52(3) of the Building Act 1984. A cancellation from you needs to be set out as described by Form 7 of the Building (Approved Inspectors etc.) Regulations 2010. Form 7 is available to you via our website or can be sent to you via email on request.
3. On receipt of the cancellation notice the Local Authority will check that it is valid and update the Initial Notices Register.
4. We will then send you an application form for you to submit the reversion application to the Council.



5. Your completed reversion application form should be returned to the Local Authority either by email, by post or in person together with:
 - a. 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.
 - b. If you have a plan certificate from your Approved Inspector, please supply this with your submission.
 - c. Records of the site inspections undertaken by your Approved Inspector on the project so far, sufficient to confirm the dates of inspection, stage of work and observations recorded with respect to compliance with building regulations.
6. When the Local Authority receives the aforementioned information, we will validate your application, calculate the relevant charge, and contact you to take payment. Please note that a Reversion Charge is generally more expensive than submitting a full plans building regulation application direct to the local authority in the first instance.
7. Until you have completed steps 1 to 6 of this process, you will be unable to book any site inspections with the Council's building control team. Therefore, please be advised that any building work that continues in the meantime will be at your own risk.
8. The Local Authority on receipt of a valid reversion application will:
 - a. Assess the plans etc for compliance with building regulations and advise you of our observations.
 - b. Assess the site inspection records to determine the site inspection regime that the local authority will adopt in monitoring the ongoing compliance with building regulations, taking account of the Approved Inspector's site inspection records

Please note that we may require elements of covered building work to be opened up for our inspection. We will request this only when necessary.

9. The Local Authority building control surveyor will need to undertake their own site inspections, so you will need to contact your Local authority building control team who will arrange for a surveyor to come to site to assess the status of work, what will need to be done to obtain compliance. We will aim to work with you to ensure works can be approved and appropriate certification issued in as timely a fashion as possible.
10. On satisfactory completion of the project, you will be provided with a Building Regulations Regularisation Certificate for your records.

Contact us.

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