

(See back for guidance notes)

1. Applicants details			
Name		E-mail	
Address			
	Postcode	Telephone	

2. Agents details			
Name		E-mail	
Address			
	Postcode	Telephone	

3. Location of building to which the work relates			
Address			
			Postcode

4. Proposed work			
Description			

5. Electrical work			
Does the proposed work involve electrical work, described as relevant work in the Building Regulations? Yes or No (<i>delete as appropriate</i>)			
<i>If you have indicated yes please complete the supplementary application form for electrical work</i>			

6. Use of building			
Please state proposed use			
Please state present use			

7. Charges			
Schedule 1 – please state number of dwellings			
Schedule 2 – please state floor area of extensions			
Schedule 3 – please state estimated cost of proposed work (exc. VAT)			
Plan Charge payable £	+ £	VAT	= Total £

8. Statement			
This notice is given in relation to the building work as described. It is submitted in accordance with Regulation 12 (2) (a) and is accompanied by the appropriate charge.			
Signature	Name	Date	

Guidance notes for a Reversion Application

1. **A Reversion Application is intended to be used in respect of the Building Regulations 2010 where an Initial Notice from a Corporate Approved Inspector has ceased to be in force and the application is to revert back to the Local Authority.**

2. **Full Plans are required :**

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 sewers so that consultation can be made with United Utilities, and/or

Where the work is being carried out to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies.

2. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

3. One copy only of this notice need be completed and submitted.

3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following;

A block plan to a scale of not less than 1:1250 showing:-

The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;

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;

The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;

The provision to be made for the drainage of the building or extension.

The number of storeys in the building to which the proposal relates.

5. Where the work involves the insertion of insulating material into the cavity walls the notice should be accompanied with a notice that states

The name and type of insulation material to be used.

The name of any European Technical Approval issuing body which has approved the insulating material.

The requirements of schedule 1 in relation to which and body referred to above has approved the insulating material.

Any national standard of a of a member state of the European Economic Area to which the insulating material conforms.

The name of any body which has issued any current approval to the installer of the insulating material.

6. Where the building work involves the provision of a hot water storage system in relation to which paragraph G3 of schedule 1 (hot water storage) imposes a requirement the notice should be accompanied by a statement which specifies

The name, make, model and type of hot water storage system to be installed.

The name of the body which has approved or certified that the system is capable of performing in a way that satisfies the requirements of paragraph G3 of schedule 1.

The name of the body that has issued any current registered operative identity card to the installer or proposed installer of the system

7. The Reversion charge is calculated in accordance with the Lancaster City Council current Scheme of Charges and is payable at the time of submission. Guidance can be found in the Scale of Charges for Building Control.

8. Subject to certain provisions of the Water Industry Act owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

9. These notes are for general guidance only.

10. 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 Country Planning Acts.

11. Having Difficulty?

If you have any difficulty completing this form, or require any further information or advice, please contact **Building Control**.