

# Application for a Reversion

The 1984 Building Act  
The Building Regulations

Please read the notes that accompany this form before filling it in.

**1 Applicant's details** (see note 1)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2 Agent's details** (if agent is handling the work)

Name : \_\_\_\_\_ Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3 Address where the building work is being carried out**

Address \_\_\_\_\_

**4 Give description of the work** (see note 2):

\_\_\_\_\_

\_\_\_\_\_

**4 What stage is the work up to:**

\_\_\_\_\_

**5 Date work was commenced** (if not known give approximate date) \_\_\_\_\_

**6 Use of Building:**

Domestic  Or Non-Domestic

**7 Reversion Charge** (see note 3) as per CNC quote

**Please make cheques payable to CNC Building Control**

**8 Services**

Means of water supply: \_\_\_\_\_

Foul water drainage: \_\_\_\_\_ Surface water drainage: \_\_\_\_\_

**9 Declaration**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 19 of the Building (Approved Inspector etc) Regs 2010 and is accompanied by the appropriate fee.

The use of the completed building(s) \* IS / IS NOT designated under the Regulatory Reform (Fire Safety) Order 2005.

- delete as appropriate

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Notes:

## Guidance Notes

1. The applicant is the building owner.
2. One copy of this notice should be completed and submitted with plans and particulars indicating the works being carried out.
3. A Reversion application must be accompanied by the appropriate fee, which is charged as per our quotation
4. In accordance with Building Regulation 19, CNC Building Control, on behalf of the Council, may require an applicant to take such reasonable steps, including laying open the work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.

### Regularisation 19

#### Local authority powers in relation to partly completed work

19.—(1) This paragraph applies where—

- (a) any part of the work described in an initial notice has been carried out,
- (b) the initial notice has ceased to be in force, by reason of regulation 17 or has been cancelled by notice under section 52 of the Act, and
- (c) no other initial notice relating to that part of the work has been accepted.

(2) Where paragraph (1) applies, the owner shall—

- (a) on being given reasonable notice by the local authority, provide them with—  
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- (i) sufficient plans of the work carried out, in respect of which no final certificate has been given, to show whether any part of that work would, if carried out in accordance with the plans, contravene any provision of the Principal Regulations, and

- (ii) where a plans certificate was given and not rejected in respect of any such part of the work, a copy of the plans to which it relates; and

- (b) comply with any notice in writing from the local authority requiring the owner within a reasonable time to cut into, lay open or pull down so much of the work as prevents the local authority from ascertaining whether any work in relation to which there is no final certificate contravenes any requirement in the Principal Regulations.

(3) Where paragraph (1) applies and work in relation to a building has been begun but not completed, a person who intends to carry out further work in relation to the partly completed work shall give the local authority sufficient plans to show that the intended work will not contravene any requirement in the Principal Regulations, including such plans of any part of the work already carried out as may be necessary to show that the intended work can be carried out without contravening any such requirement.

(4) Plans given to a local authority in accordance with

Submit your completed application:

**By email to:** [applications@cncbuildingcontrol.gov.uk](mailto:applications@cncbuildingcontrol.gov.uk)

**In writing to:** CNC Building Control, South Norfolk House, Cygnet Court, Long Stratton, NR15 2XE

If you would like more information and advice on the Building Regulations, please contact us:

**By email on:** [enquiries@cncbuildingcontrol.gov.uk](mailto:enquiries@cncbuildingcontrol.gov.uk)

**By telephone on:** 0808 168 5041

## How we deal with your information

We lawfully process your personal data in our official capacity as a public body. Your personal details are required for the purposes of administering compliance with the Building Regulations, but any information relating to this application may be used by the Partnership Councils (ie South Norfolk District Council, Norwich City Council, Broadland District Council, Borough Council of King’s Lynn and West Norfolk, and Fenland District Council) to carry out their functions as public bodies.

Information supplied may also need to be disclosed outside of the Council to Government departments such as the Department of Transport, Communities and Local Government and other bodies such as the Fire and Rescue Service and Utility companies such as Anglian Water, or in connection with Government anti-fraud investigations.

Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Privacy Policy (available on our website). You can contact our Data Protection Officer at [right2know@s-norfolk.gov.uk](mailto:right2know@s-norfolk.gov.uk). You also have the right to lodge a complaint with the regulator, the Information commissioner’s Office.

We retain records for 15 years from the date of completion of the project, unless an historic or significant building is affected, in which case the record will be held indefinitely.

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