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|  **Building Regulations.** **Reversion Application Guidance Notes.** The Building Act 1984 The Building Safety Act 2022, and The Building Regulations 2010 (as amended).  |

Find us online: [website](https://www.oxford.gov.uk/info/20150/building_control) | Send an email: buildingcontrol@oxford.gov.uk | Telephone Contact: 01865 252807

**This application form is for LABC Reversion Application only. Please read the following information in full before completing the form.**

**General Guidance**

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. Reversion Application only applies to work commenced after 11th November 1985, and where a Initial Notice has been cancelled.

**This form cannot be used for building applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Application for building work to higher-risk buildings must be made to the Building Safety Regulator (BSR).**

These notes are for general guidance only, particulars regarding the Reversion Application are contained in the Building (Approved Inspector) Regulations 2010 and, in respect of fees the current fees/charges Regulations.

The Reversion Application is without prejudice to the powers of a Local Authority under Section 36 of the Building Act 1984 or of any other statutory requirement or enactment affecting the building.

Please note it is the owner of the building *and* their builder‘s responsibility to comply with the Building Regulations. Persons carrying out building work or making a change of use of a building are reminded that permission may also be required under the Town and Country Planning Act, Highways Act, Housing Act, and Public Health Act, etc.

**Initial information needed to be provided for the Reversion Application**

Where a Local Authority receives a Reversion Application, they may require the applicant to take such reasonable steps, including the laying open of the building work for inspection by the Authority, making tests and taking samples, as the Authority thinks appropriate to ascertain that the work, if any, is required to secure that the relevant requirements are met. If an applicant is unwilling to comply with any reasonable request, they run the risk that the Local Authority will be unable to judge whether the work satisfies the applicable Regulations.

You must submit the following information to Oxford City Council Building Control (if this is not provided the application cannot be validated):

* A completed reversion application form.
* A completed Form 7 for Cancellation of the originally submitted Initial Notice.
* Payment of the relevant fee.
* Details of all if the Approved Inspectors Information including: Plans Certificates, visits, inspections records, actions, and outcomes.
* A comprehensive technical information package for the works including: plans, sections, elevations, site plans, specifications, mechanical and electrical information, energy calculations, air tests, sound tests, statutory consultations, formal agreements, specialist engineers reports and calculations, third party warranties, and any commissioning certification etc.

Building Control will assess the information against the requirements of the Building Regulations, carry out any consultations and communicate to you or your agent any areas that need addressing or where further information is required or further evidence to show what has been built, or in the worst case opening up works may be needed to justify the elements of the works that have been built but have no supporting detailed inspection notes from the Approved Inspector.

**Charges & Quotations**

A fee will be calculated on submission of the Application based on the information supplied and any evidenced Approved Inspector Inspection records, but this is without prejudice for Oxford City Council to levy additional charges based on our hourly rate, should our time involved in the project exceed the standard fee applied at the time that the application was made. All of Oxford City Building Control fees are based on a cost recovery basis.

All of our charges & quotations will cover the administration process, plan check (where the previous Approved Inspector has not submitted a formal Plans Certificate to Oxford City Council for the previous Initial Notice), statutory consultations and the site inspection process, and the issue of an electronic completion certificate.

If the application has not been inspected or information provided for 3 years, then a reactivation fee will be chargeable based on our standard hourly rate in our published Building Control Fees. Please also refer to the notes relating to the 15-year retention policy in the timescale notes below.

**Inspections**

The inspection regime for partially built works that are subject to a Reversion Application will need to be discussed with Building Control. Other inspections needed for works that have been constructed will be dependent on the amount of tangible evidence that can be provided, and could result in further inspections to see works that have been requested to be opened up. This will need to be discussed with Building Control once the application has been submitted and the initial information assessed.

**Completion Certificates**

In accordance with Regulation 17 of the Building Regulations, following satisfactory completion, Oxford City Council shall within the specified period, issue an electronic Completion Certiﬁcate. A certificate given in accordance with this regulation shall be evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.

Completion Certificates are unable to be provided where the Notice of Completion form (this is available on our website) has not been provided to Oxford City Council not more than five days after that work has been completed on site in accordance with the information required under Regulation 16 paragraph (4A). Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended).

**Time Limits**

Please note that Oxford City Council have a file retention policy of 15 years taken from the date of the last inspection or the last date of correspondence. If the Regularisation Certificate application has not been issued, we will not be able to finalise the certificate if it is outside of the 15 years from either the date of the last inspection or the last date information was provided to us in connection with the works. Please note that this 15-year retention policy also relates to us being able to answer retrospective questions and look at copies of information, as the records will not be able to be accessed after 15 years (of the last inspection, last date of correspondence, or the issue of a Regularisation Certificate).

**Electrical Installations**

Part P of the Building Regulations requires that all notifiable, domestic electrical installations are designed and installed to protect people against injury and fire. Where these works are carried out by an Approved Installer registered under the Government’s Competent Person Scheme a Building Regulation application is not required.

Where these works are carried out by an Installer qualified to inspect and test the work by issuing a BS7671 certificate, but not registered on a Part P Competent Person Scheme, a Building Regulation application is required, and an administrative fee is payable. Proof of the electrician’s qualification will be required.

**Data Protection Policy**

We understand the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

We are required to collect, use, and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations (including consulting with statutory bodies outside the Council) delivering services and meeting the needs of individuals that we deal with. This includes service users, members of the public, our business partners and other local authorities or public bodies. Should you have any questions about how Building Control use your data you can e-mail buildingcontrol@oxford.gov.uk**.** Further details of this policy can be found on Oxford City Council’s website.We are fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and are registered as a data controller with the [Information Commissioner’s Office](https://ico.org.uk/). Our registration number is **Z7925628**.

**Building safety competence information for principal contractors and principal designers.**

Competency standard PAS 8671:2022 & PAS 8672:2022

* A client will need to appoint a principal designer and principal contractor to any building project that is likely to have more than one contractor.
* If a client fails to appoint anyone, principal designer and principal contractor responsibilities are retained by the client. For domestic clients (not part of a business activity), principal designer and principal contractor duties pass onto the designer and contractor most in control of these phases.
* Client, principal designer and principal contractor can be the same person or organization if they have the appropriate competencies. As clients will often bring in others to take on principal designer and principal contractor role, clients must take reasonable steps to satisfy themselves that the PD and PC has the necessary competence.
* Clients should also consider the principal designer and principal contractor history in relation to any previous enforcement action.

**Principal designer**

Under Building Regulations, a principal designer can be an individual or an organisation. They are a designer in control of the design work, and can be, for example:

* an architect.
* an engineer (structural and others).
* a surveyor.

**Principal contractor**

Under Building Regulations, a principal contractor can also be an individual or an organisation. A principal contractor is a contractor in control of the building work, and can be, for example:

* a construction company.
* an individual contractor.

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| **Building Regulations.** **Reversion Application Form.**The Building Act 1984 The Building Safety Act 2022, and The Building Regulations 2010 (as amended). **On completion of this form, please email to** **buildingcontrol@oxford.gov.uk** |
| 1. **Is a Building Control Reversion Application suitable?**
 | **Delete as applicable.** |
| **a.** | **Is the building work etc., in relation to higher-risk building work?** An Reversion Application cannot be granted by the local authority in such circumstances.Applications for building work to higher-risk buildings must be made to the Building Safety Regulator (BSR). | [Yes/No] |
| **b.** | **Is the proposed work to an exempt building or exempt work?** An application for building control approval with full plans is not appropriate in these circumstances (unless by the nature of the works the building is no longer classed as an exempt building any longer, then in addition to the new work, you will also need to apply to convert the exempt building work into a controlled building/structure. | [Yes/No] |
| **c.** | **Is the building work being carried out under a self-certification scheme or third-party certification scheme exempt for the requirement to apply for building control approval with full plans?** An application for building control approval with full plans is not appropriate in these circumstances. | [Yes/No] |
| **If the response to all the questions is ‘no’ then the giving of an Reversion Application for the building work ia appropriate. Where the response is ‘yes’ for row a, an application should be made to the Building Safety Regulator. Where the response is ‘yes’ to any other row, an Reversion Application is not necessary for the work. For work in relation to row 1b where the building is no longer exempt, please contact the Building Control Team to discuss.** |
| **d.** | **In the case of a new dwelling either of the following should be provided:*** a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or:
* a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.
 | [Included/Not applicable] |
| **e.** | **In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an Reversion Application shall be accompanied by:**1. particulars of any public electronic communications network in relation to which a connection is to be provided.
2. if an exemption in [Regulation 44ZB](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44ZB) is proposed to be relied on, evidence in support of the exemption
3. if [Regulation 44ZC](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44ZC) is proposed to be relied on:
4. evidence of the matters mentioned in R[egulation 44ZC(6)(a) and (b)](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44ZC), and
5. if [paragraph RA1(1)(c)(i) or of Schedule 1](https://www.legislation.gov.uk/uksi/2010/2214/schedule/1) is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by [Regulation 44C](https://www.legislation.gov.uk/uksi/2010/2214/regulation/44C)) is likely to be installed, in a location relevant for the purposes of [paragraph RA(1)(c)](https://www.legislation.gov.uk/uksi/2010/2214/schedule/1), within the period of 2 years beginning with the day on which the application is given.
 | [Included/Not applicable] |
| **f.** | **A Building Control Reversion Application must be accompanied by:*** two copies of the full plans,
* or where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat).
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| **g.** | **The plans need to consist of:*** a description of the proposed building work, renovation or replacement of a thermal element, change to the building’s energy status or material change of use
* the plans, particulars and statements required by Paragraphs (1), (1A) and (2) of Regulation 13
* where Paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph and
* any other plans which are necessary to show that the work would comply with these Regulations.
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| **h.** | Applicants should be aware that the Local Authority will as required consult with statutory bodies and pass on those details that you submit on your application form for the purposes of granting the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the necessary statutory consultees. If you have any queries regarding this consultation process, please contact us. Further details regarding information rights are available on the Information Commissioner’s Office website at https://ico. org.uk |
| **2. When was the work carried out?** | [DD/MM/YYYY] |
| **3. Location of the site to which the building work relates** | [Enter address][Enter postcode](Please note that separate application forms are required for each property address, even if building work is on adjacent site). |
| **4. Applicant details** | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter email address] |
| **5. Agents details (if applicable)** | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter email address] |
| **6. Existing building** |  Current use: | [Enter current use] |
| Current use of each storey: | [Enter the current use of each storey] |
| The height of the building: | [Enter the height of the building] |
| The number of storeys in the building as determined in accordance with Regulations 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: | [Enter the number of stories]  |
| **7. Proposed Works:** | Intended use of the building: | [Enter intended use of the building] |
| Intended use of each storey: | [Enter the intended use of each storey] |
| The height of the building: | [Enter the height of the building] |
| The number of storeys in the building as determined in accordance with Regulations 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023: | [Enter the number of stories] |
| The provision to be made for the drainage of the building: | [Details of where the any foul drainage is to discharge to][Details of where the any surface drainage is to discharge to] |
| Where Paragraph H4 of schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer, or disposal main to comply with the requirements of that paragraph: | [Information to show how this is to be complied with] |
| Date works were carried out: | [DD/MM/YYYY] |
| **8. Description of works** | [Please enter the description of works you intend or have carried out. The description should include all elements of work you intend to or have carried out as part of this application. Please note that if the description is later found to be missing elements of the work that these will be charged for separately once Building Control has assessed the full scale of the project] |
| **9. Further Information:** |

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| Are all notifiable electrical installations to be carried out by a registered competent electrical installer (Part P)? | [Yes/No] |
| Are all replacement windows being installed by a registered competent window installer? | [Yes/No] |
| Do you have any planning conditions which may influence building control. Common conditions include Flood Alleviation (Part C), Internal Noise (Part E) (Part F), Sustainable Urban Drainage (Part H), Energy Performance (Part L) (Part O), and Parking / EV Charging (Part S)? If “yes”, please state those conditions below. | [Yes/No] |
| [Enter planning conditions if applicable] |
| Do you have any planning conditions relating to water consumption (Part G) or disability access (Part M). If “yes”, please state those conditions below. | [Yes/No] |
| [Enter Part G/Part M conditions if applicable] |
| Is the property to be used as a House in Multiple Occupation (HMO)? | [Yes/No] |
| If “yes” to the above, how many people will occupy the HMO? | [Number] |
| **10. Charges (please see separate guidance table, and fill in the relevant columns below for your calculation). Please see section 10 of this form for payment options.** |
| **Schedule 1 Fees:**New dwellings and converted dwellings. | **Schedule 2 Fees:**New domestic buildings and extensions. | **Schedule 3 Fees:**Structural, other alterations, and works to non-domestic properties. |
| **Number of houses and/or flats:**[Enter number of houses/flats] | **Extension floor area:**[XX] m² | **What is the estimated cost of these works?**[£ Enter estimated cost] |
| **Total Schedule 1 Fee:**[£ Enter fee] | **Garage/store floor area:**[XX] m² | **Total Schedule 3 Fee:**[£ Enter fee] |
| **Loft conversion floor area:**[XX] m² |
| **Garage conversion floor area:**[XX] m² |
| **Energy Efficient Improvements (not Competent Persons Schemes) (a charge is payable for each type of energy efficient improvement):**[£ Enter fee] |
| **Total Schedule 2 Fee:**[£ Enter fee] |
| **Fee quoted schemes:** please attach your fee-quote email from Oxford City Council Building Control to your application with your submission.[£ Enter fee] |
| **11. Payment options. To allow us to process your application as swiftly as possible, please select one of the below options for payment.** | **Please enter “X” to select your preferred option** |
| 1. I don’t know what fee to pay, or know what fee to pay and would like to pay by phone: please call me.
 | [ ] |
| 1. Who should we call to discuss/ collect the fee?
 |
| Name [Insert name here] | Number [Insert number here] | Email\* [Insert email address here] \*We will email you a fee reminder if we cannot reach you by phone. |
| 1. I will pay my fee by BACS transfer when I submit my application (details at <https://www.oxford.gov.uk/info/20150/building_control/1296/pay_for_a_building_control_application> ) and email buildingcontrol@oxford.gov.uk to confirm I have paid.

When making a BACS payment, if you do not have a reference number for your application, please use the suffix BLDCTRL followed by the first line of your address, e.g., BLDCTRL 1 Apple Rd. | [ ] |
| 1. I want to be invoiced for this fee (applicable only to for fees over £1,500). If selecting this option, please provide details as below. All details should be for one individual/company, and we are unable to provide duplicate/copy invoices: apologies for any inconvenience caused.
 | [ ] |
| [Insert name of individual/company responsible for payment here] | [Insert address of individual/company responsible for payment with postcode here] | [Insert email address of individual/company responsible for payment here] | [Insert phone number of individual/company responsible for payment here] | [Insert purchase order number if applicable] |
| **13. Declaration:** | This Reversion Application is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12 (2)(b.) and is accompanied by the appropriate charge.I/we apply for a Reversion Application as described on this form and as detailed on any supplementary documents. |
| **Signature of applicant (where the applicant is not the client):** | [Please enter electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |
| **14. Declaration:** | I, the client confirm I agree to the application being made and that the information contained in the application is correct. |
| **Signature of client (where the client is not the applicant):** | [Please enter electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |
| **Relevant Requirement Information Form.** |

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| Where a local authority receives a reversion application, they may require the applicant to take such reasonable steps as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met. |
| **1. CLIENTS SECTION:** |
| **1a. Clients details:** | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter e-mail address] |
| **1b. Client’s declaration:** | I confirm that to the best of my knowledge the work complies with all applicable requirements of the Building Regulations. |
| **Signed:** | [Please enter your electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |
| **2. PRINCIPAL CONTRACTOR (OR SOLE CONTRACTORS) SECTION:** |
| **2a. Principal contractor (or sole contractor) details:**  | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter e-mail address] |
| **2b. Principal contractor (or sole contractor) date of appointment:** | [DD/MM/YYYY] |
| **2c. Principal contractor (or sole contractor) declaration:** | I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations. |
| **Signed:** | [Please enter your electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |
| **2d. \*\* Principal contractor (or sole contractor) details:**  | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter e-mail address] |
| **2e. \*\* Principal Contractor (or Sole Contractor) Date of Appointment:** | [DD/MM/YYYY] |
| **2f. \*\* Principal Contractor (or Sole Contractor) Declaration:** | I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations. |
| **Signed:** | [Please enter your electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |
| **3. PRINCIPAL DESIGNER (OR SOLE DESIGNER) SECTION:** |
| **3a. Principal designer (or sole designer) details:** | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter e-mail address] |
| **3b. Principal designer (or sole designer) date of appointment:** | [DD/MM/YYYY] |
| **3c. Principal designer (or sole designer) declaration:** | I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (dutyholders and competence) of these Regulations. |
| **Signed:** | [Please enter your electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |
| **3d. \*\* Principal designer (or sole designer) details:** | [Enter name][Enter address][Enter postcode] | [Enter phone number][Enter e-mail address] |
| **3e. \*\* Principal designer (or sole designer) date of appointment:** | [DD/MM/YYYY] |
| **3f. \*\* Principal designer (or sole designer) declaration:** | I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (dutyholders and competence) of these Regulations. |
| **Signed:** | [Please enter your electronic signature or type your name] | **Date:** | [DD/MM/YYYY] |

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| \*\*If more than one dutyholder appointment is made, details and confirmation is required by each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) appointed by the client. Add additional contacts and statements as required. |