

INITIAL NOTICE REVERSION

This notification refers to works where an appropriate cancellation notice has been received or works have automatically been reverted by virtue of Regulation 17 of the Building (Approved Inspector) Regulations 2010 and works have been commenced **but not** completed.

Before completing this form please read the notes overleaf. Please type or use block capitals. * = Essential

PLEASE COMPLETE AND RETURN TO: building.control@walthamforest.gov.uk

1 Applicant's details:
 Name: _____ Title: _____ Given Name:* _____ Family Name:* _____
 Address:* _____
 _____ Post code:* _____
 E-mail _____ Tel:* _____

2 Agent's details (if applicable):
 Name: _____ Title: _____ Given Name: _____ Family Name: _____
 Address: _____
 _____ Post code: _____
 E-mail _____ Tel: _____

3 Location of building to which work relates:
 Address: _____
 _____ Post code: _____

4 Contractors details:
 Name: _____ Title: _____ Given Name: _____ Family Name: _____
 Address: _____
 _____ Post code: _____
 E-mail _____ Tel: _____

5 Description of work:
 Description: _____
 _____ Date Commenced: _____

6 Use of building:
 1. Existing _____
 2. Proposed: _____

7 Charges (No VAT payable):
 All reversion charges will be based on individual assessments of the projects based on the information available and number of site inspections deemed likely to assess Building Regulations compliance. Confirmation of fee will be provided if not already obtained.
Charge quoted/given: _____
 Person and contact details responsible for fee if different to applicant: _____
ONLINE PAYMENT RECEIPT REFERENCE:

8 Electrical Installations (Domestic only):
 Will a 'competent electrician' who is registered with a Part P self-certifying scheme carry out the electrical installation?
 Yes - No
Note: Failure to provide a suitable certificate will result in the need for an additional application and additional charges.

9 Statement:
 This notice, given in relation to the building work as described, is submitted in accordance with Regulation 19 of The Building (Approved Inspectors etc.) Regulations 2010 and is accompanied by the appropriate charge.
 Name: _____ Signed: _____
 Date: _____

For Office Use Only				For Office Use Only			
Date ALL info & payment recv'd	<input style="width: 100%;" type="text" value=" / /20__"/>	Charges OK?	<input style="width: 100%;" type="checkbox"/>	Ok to Validate?	<input style="width: 100%;" type="checkbox"/>	Disabled?	<input style="width: 100%;" type="checkbox"/>
TWU	<input style="width: 100%;" type="checkbox"/>	LFB	<input style="width: 100%;" type="checkbox"/>	Struct' Eng	<input style="width: 100%;" type="checkbox"/>	Online Payment Ref	Validated by
<div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>							
Free Text:							

NOTES:

- 1, The **applicant** is the person on whose behalf the work is being carried out, e.g. the owner of the building.
- 2, Only **one** copy of this notice should be completed and submitted.
- 3, Where the proposed work includes **the erection of a new building or extension** this Notice should be accompanied by a block plan to a scale of not less than 1:1250 showing the size and position of the building, or the building as extended, and its relationship to adjoining boundaries and drainage provisions.
- 4, Where it is proposed to erect a building or an extension over existing underground services eg: **gas, electricity, water, telecoms**; the building owner or the building contractor must contact the relevant statutory undertaker to arrange for their diversion.
- 5, Where the proposed work involves the provision of an **unvented hot water storage system**, this Notice should be accompanied by a statement indicating the name, make, model and type of hot water storage system to be installed. The name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2010 and the name of the body, if any, which has issued any current registered identity card to the installer or proposed installer of the system.
- 6, **The Reversion Notice charge** is a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations and is calculated in accordance with current charges regulations and is payable at the time of submission. The reversion charge is non-refundable.

Payment – The London Borough of Waltham Forest now ONLY accept online payments through our web-page portal https://apps.adelante.co.uk/SmartPay/walthamforest/Pay4/default.aspx?fundcode=77_03
- 7, **These notes** are for general guidance only; particulars regarding the submission of Reversion Notices are contained in Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010 and, in respect of fees, in the Building (Charges) Regulations. and London borough of Waltham forest, current Scheme of Charges.
- 8, The term '**competent electrician**' means a qualified person having the appropriate qualifications, knowledge and experience to carry out the inspection and testing procedures and complete the relevant electrical installation certificate. A copy of that BS 7671 Installation certificate will be required before a building regulation completion certificate can be issued. Electrical installers (or their registration body) registered with a Part P competent person self-certification scheme must issue a building regulation compliance certificate to the owner/applicant/occupant within 30 days of the work being completed
- 9, **PLANNING: Please be reminded that in addition to Building Control, permission may also be required under the Town and Country Planning Acts. Please refer to the Planning Portal and/or your Agent for assistance.**
<https://www.planningportal.co.uk/permission>
- 10, **PARTY WALL ACT 1996: Where works involve building close to a neighbours boundary or building, the requirements of the Party Wall Act 1996 may come into force. If the Act is applicable, you will be required to notify your neighbour/s and enter into a Party Wall Agreement before commencing the project. This is not a matter overseen by the Building Control Service. The Government have produced a guidance booklet for your assistance.**
<https://www.gov.uk/party-walls-building-works>
- 11, **THAMES WATER: Where the works involved the building over or within 3.0m of a public sewer, you should contact Thames Water Utilities to see if a "Build over Sewer" agreement is required. Fees may be payable! For further information please contact: Thames Water Utilities Ltd, Developer Services at: developer.services@thameswater.co.uk – 0845 850 2777**