

London Borough of Waltham Forest

Building Control Service



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.

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: _____

1a	Client's details (if different to the above):
	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: _____

2a	Contractor's details:
	Name: Title: _____ Given Name: _____ Family Name: _____
	Address: _____ _____ Post code: _____
	E-mail _____ Tel: _____

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

4	Description of work:
	Description: _____ _____ Date Commenced: _____

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

6	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: <input type="text"/>	

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

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	/ /20__	Charges OK?	<input type="checkbox"/>	Ok to Validate?	<input type="checkbox"/>	Disabled?	<input type="checkbox"/>
TWU	LFB	Struct' Eng	<input type="checkbox"/>	Online Payment Ref	<input type="text"/>	Validated by	<input type="checkbox"/>
<i>Free Text:</i>							

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**

IMPORTANT! When the works have finished

Please be advised that before a completion certificate can be issued the following form will need to be completed!

It can be completed and sent in in parts (i.e per dutyholder) but a completion certificate cannot be issued until all relevant parts have been recieved.

Regulation 16(4A) Completion Notice



The Building Act 1984
The Building Safety Act 2022
The Building Regulations 2010

Waltham Forest Building Control Services
Town Hall Complex, Fellowship Square, Forest Road, Walthamstow, E17 4JF

A person who is required by [Regulation 12](#) to give a building notice or an application for building control approval with full plans for carrying out building work shall, not more than five days after that work has been completed, give the local authority a notice which complies with [Regulation 16 paragraph \(4A\)](#) as set out below. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#)

1 Details of the application

Application Reference:

Address:

Postcode:

2 Applicant Details

Title:

First Name:

Last Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

Declaration of the applicant

I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

Signature of the applicant:

3 Client Details (where different from the applicant)

Title:

First Name:

Last Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

Declaration of the client

I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

Signature of the client:

4 Principal (or Sole) Contractor Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

Declaration of the principal contractor

I confirm that I have fulfilled by duties as a principal contractor (or sole contractor) under [Part 2A \(dutyholders and competence\)](#) of these Regulations.

Signature of the principal contractor

5 Principal (or Sole) Designer Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

Declaration of the principal designer

I confirm that I have fulfilled by duties as a principal designer (or sole designer) under [Part 2A \(dutyholders and competence\)](#) of these Regulations.

Signature of the principal designer

This form should be completed and returned to Building Control within 5 days of completion of work on site.

building.control@walthamforest.gov.uk

Town Hall Complex, Fellowship Square, Forest Road, Walthamstow, E17 4JF

**A Completion Certificate cannot be issued
until this form is completed**