



## Building Reversion Application Form (England)

The Building Act 1984, The Building Safety Act 2022,  
The Building Regulations 2010 (as amended).

### 1 Applicant details

Name  
Address  
& postcode

Phone

Email

### 2 Client details (where different from the applicant)

Name  
Address  
& postcode

Phone

Email

### 3 Principal contractor/Sole contractor details (where known)

Name  
Address  
& postcode

Phone

Email

### 4 Principal designer/Sole or Lead designer

Name  
Address  
& postcode

Phone

Email

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## 5 Location of site to which the building work relates

Address

postcode

## 6 Description of Proposed Works

## 7 Use of the building

## 8 Date Commenced

Date

## 9 Charges

Number of Dwellings

Number of House Types

Affordable housing plot numbers

Number of Windows / Doors being Replaced?

Estimated Cost of Works £

Extension Floor Area m<sup>2</sup>

Name of Person/Company responsible for payment

## 10 Declaration

This application is deposited in relation to the building work etc., as described above. It is submitted in accordance with the [Building Act Section 52](#) and is accompanied by the appropriate charge.

I / we apply for a Building Regulation Reversion Application as described on this form and as detailed on any supplementary documents.

Signature

On behalf of

insert applicants name where the declaration is made by an agent

Date

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The use of a building regulation reversion application is to inform the local authority of building works, is restricted to certain building types. Additional information will also be required to accompany your building regulation reversion application depending upon the work carried out. Further information can be found in the attached guidance notes. This form cannot be used for building regulation reversion application for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).

Form created in October 2023.

**Please email your completed application form and supporting documentation to:** [buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)

If you would like any further or more detailed information, please contact our Business Support team on **01743 258710** or visit our website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

# Guidance Notes



## Making a Reversion Application

Please email your completed application form and supporting documentation to:  
[buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk)

Reversion is for works controlled by an Approved Inspector, who is no longer able to carry out their function.

If you have employed a third party Approved Inspector to carry out the building control function for controllable work under Building Regulations, an Initial Notice would have been submitted to Shropshire Council by that Approved Inspector. This notice would have removed Shropshire Council's Building Control Team from any obligation to control the work and the approval of these works would therefore be subject to the Approved Inspectors control.

However should the Approved Inspector no longer be able to carry out this function, for whatever reason, and the works have commenced, the original submitted Initial Notice would need to be cancelled in the first instance.

This is known as a cancellation notice and can either be submitted by the Approved Inspector themselves or by the person undertaking the work/building owner.

The work will then need to revert to Shropshire Council Building Control team in the form of what is known as a reversion application. Your Local Authority building control team is the only body allowed to retrospectively approve any controllable works required to comply with the requirements of the building regulations.

The person undertaking these works / building owner will need to take steps to ensure the development remains lawful. Please note a person failing to submit a cancellation notice, without reasonable excuse, is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

### **Step by step guide to the reversion application process.**

1. Request your Approved Inspector to cancel their initial notice under Section 52(1) of the Building Act 1984. Your Approved Inspector will do this using Form 6 contained in The Building (Approved Inspectors etc.) Regulations 2010 and send it to Shropshire Council Building Control Team.
2. If your Approved Inspector does not act on your request, Shropshire Council Building Control can accept notice of cancellation of the initial notice by the person undertaking the building work/building owner (as named on the initial notice) under Section 52(3) of the Building Act 1984. A cancellation from you needs to be set out as described by Form 7 of the Building (Approved Inspectors etc.) Regulations 2010.
3. On receipt of the cancellation notice Shropshire Council Building Control will check that it is valid and update the Initial Notices Register.

4. Your completed reversion application form should be returned to Shropshire Council Building Control by email to [buildingcontrol@shropshire.gov.uk](mailto:buildingcontrol@shropshire.gov.uk) together with:

- Plans, drawing, specifications and other relevant design documentation sufficient to show the extent of the building work being undertaken and to demonstrate compliance with relevant building regulations.
- If you have a plan certificate from your Approved Inspector, please supply this with your submission.
- Records of the site inspections undertaken by your Approved Inspector on the project so far, sufficient to confirm the dates of inspection, stage of work and observations recorded with respect to compliance with building regulations.

5. When Shropshire Council Building Control team receives the aforementioned information, an initial plan check fee will be required in order to validate your application. Upon receipt and validation your file will be allocated to the Building Control surveyor. Please note that a Reversion Charge is generally more expensive than submitting a full plans building regulation application to direct to the local authority in the first instance.

6. Until you have completed steps 1 to 5 of this process, you will be unable to book any site inspections with Shropshire Council's Building Control team. Therefore please be advised that any building work that continues in the meantime will be at your own risk.

7. Shropshire Council Building Control team, on receipt of a valid reversion application will:

- Assess the plans etc for compliance with building regulations and advise you of our observations.
- Assess the site inspection records to determine the site inspection regime that Shropshire Council Building Control team will adopt in monitoring the ongoing compliance with building regulations, taking account of the Approved Inspector's site inspection records Please note that we may require elements of covered building work to be opened up for our inspection. We will request this only when necessary.

8. Shropshire Council's Building Control surveyor will need to undertake their own site inspections, an additional fee to cover the inspections will be required based on our statutory hourly rate, [Statutory fees Shropshire Council](#). Please contact us on 01743 258710 to arrange for a surveyor to come to site to assess the status of work, what will need to be done to obtain compliance. We will aim to work with you to ensure works can be approved and appropriate certification issued in as timely a fashion as possible.

9. On satisfactory completion of the project you will be provided with a Building Regulations Completion Certificate for your records.