

# DOMESTIC - REVERSION Building Regulation submission



Address: Building Control Section, Hartlepool Borough Council, Neighbourhoods and Regulatory Services, Level 1, Civic Centre, Victoria Road, Hartlepool, TS24 8AY  
 Tel: (01429) 523289  
 Email: building.control@hartlepool.gov.uk

	1. APPLICANT		2. AGENT
First name	<input style="width: 90%;" type="text"/>	Title	<input style="width: 90%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>		
Company	<input style="width: 100%;" type="text"/>		
Address	<input style="width: 100%;" type="text"/>		
Postcode	<input style="width: 100%;" type="text"/>		
Telephone	<input style="width: 100%;" type="text"/>		
Email	<input style="width: 100%;" type="text"/>		

This form should be filled in by the applicant, (or their agent or builder that has carried out or is carrying out the building work previously covered under an initial notice).

### 3. LOCATION OF BUILDING TO WHICH WORK RELATES

Address  Postcode

### 4. DESCRIPTION OF WORK

### 5. DATE WORK STARTED (Please enter approximate month and year)

<i>Month</i>	<i>Year</i>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

### 6. MAIN USE OF BUILDING

a. Please state use of building

b. Electrical Installations to be tested by a competent person. Yes  No

***If you did / do not use a competent person an additional charge will be payable (see charges scheme)***

### 7. CHARGES (Please see attached guidance note on charges)

Table A: Confirm the total number of different types of dwelling (Part 1)

Confirm the total number of dwellings on site (Part 2)

Table B: Please state the total internal floor area of the extension in m<sup>2</sup>

Table C: If neither A or B applies please provide the information relevant to your application

a. Cost of work £  b. Number of windows  c. Electrical alterations  d. Electrical re-wire

### 8. PLANS SUBMITTED WITH THIS APPLICATION - Plans are submitted:

Showing the building work previously covered under the initial notice Yes  No

**9. STATEMENT** - This notice is given in relation to the building work as described in accordance with Regulation 18 and is accompanied by the appropriate charge payment.

Name  Signature  Date

*Guidance notes are given on the reverse of the form*

**A copy of form 7 in relation to Section 52(3) of the Building Act 1984 and Regulation 18 of The Building (Approved Inspectors etc.) Regulations 2010 must be completed and returned with this form (copy attached)**

Applicable from 1<sup>st</sup> May 2019

# DOMESTIC - REVERSION SUBMISSION GUIDANCE NOTES

THE BUILDING ACT 1984 - THE BUILDING REGULATIONS 2010 (as amended)

## Item numbers relate to items on the form

1. The applicant is the person on whose behalf the work was carried out (usually the building's owner);
2. The agent is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);
3. Location of building work – this is the address where the building work is being carried out. Please be as specific as possible and to assist please show on a suitable location plan to a scale of not less than 1:1250 the boundaries of the site in question;
4. Please provide a detailed description of the work (e.g. 2 storey extension - ground floor kitchen extension with bedroom above)  

A plan of the building work should be submitted to aid assessment of compliance with the Building Regulations. If additional work is known to be required a further plan showing this additional work should also be submitted. Plans should show how the building work complies with the requirements relating to building work and must comply with the Building Regulations;
5. Please provide the date when the work as described was started (month and year is required);
6. Main use of building – please specify the use of the building e.g. dwelling;
7. Charges – a reversion submission charge MUST accompany the deposit of this application. The appropriate charge is dependent upon the type of work carried out see attached charge guidance note. If there is not an appropriate category please contact us for an individually determined charge;
8. Plans – Please confirm plans are attached;
9. Statement – please sign and date this to confirm your submission.

## Additional points to note

- One copy of plans and documents should be submitted for Building Regulations;
- Plans should be dimensioned and scaled in appropriate metric measurements;
- If structural calculations are required then these should be submitted with the application;
- Party Wall etc Act - The Act sets out rights and responsibilities of adjoining owners in respect of works affecting boundary situations and should be consulted for new walls, work to existing walls and adjacent excavations. It is your responsibility to obtain your neighbours consent;
- Persons that have carried out building work or have made a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts;
- Building over sewers – Northumbrian Water will be consulted if it is thought that the building or extension has been built over a public sewer. All applications submitted to this Authority will be checked for their proximity to public sewers and certificates will not be issued until Northumbrian Water have agreed to accept the proposals;
- A completion certificate will be issued after any necessary inspections of the building work. It will be sent to the applicants address unless otherwise requested. If an applicant changes address before completion then they should inform the office of their new address. Once a reversion certificate has been produced and sent out any subsequent copies will be charged for.
- Data Protection Act 1998: We will use the information you have given us on this form to manage and apply the building regulations. We may pass some of this information, including owner's and occupier's details, to other council departments and government agencies. We also share information on some applications with the Planning and Estates departments.

These notes are for guidance only and particulars regarding the Deposit of plans and details for a Reversion application are contained in Regulation 18 of the Building (Approved Inspector) Regulations 2010 and section 52(3) of the Building Act 1984.

For further information and advice concerning the Building Regulations: Tel (01429) 52 3289.

For further information and advice concerning Planning: Tel (01429) 52 3741.

### Office use only

Reversion charge code **13007 0000 7012**

Reversion charge

Charge type

Receipt

Plan assessor

Valid date

Consultations

S. 38.

NWL

FO

DC

SA

# DOMESTIC – REVERSION SUBMISSION

## GUIDANCE NOTE ON CHARGES EFFECTIVE FROM 1<sup>st</sup> May 2019 THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

If you have carried out building work under the supervision of an approved inspector for your Building Regulation compliance and you either; no longer wish to continue using their service, or you can no longer use their service due to them being unable to continue to legally cover such work, then the work MUST be reverted back to the Local Authority.

In circumstances where work has commenced and your approved inspector cannot continue their role, nor have they served a part completion / final certificate then you must complete and return the Reversion form and the attached form 7 as soon as possible with the appropriate fees (otherwise the work will be classed as unauthorised under the Building Regulations and the Local Authority will be legally obliged to commence enforcement action.)

The charge payable is dependent upon the type of work carried out and can be calculated by reference to the following notes and tables:

**Reversion Charge** - you will need to pay the reversion charge when you submit the application under the Building Regulations. The reversion charge covers office administration and all necessary site visits in order to make a decision as to whether a certificate can be issued or if any additional work may be required in order to issue such a certificate.

### Payment can be made via:

- Cheque, made payable to 'Hartlepool Borough Council' or;
- debit or credit card online, using "pay for it" on the Council webpage <https://www.hartlepool.gov.uk/> choose "building control" from the drop down menu and then "deposit fee" from the next drop down then enter the amount to pay and then follow the instructions for credit / debit card payment.
- BACS (please ring for further information).

If you have any difficulties calculating charges or require a quote for an **individual charge** as your particular work is not covered in tables A, B or C please either call into the office, email

**[building.control@hartlepool.gov.uk](mailto:building.control@hartlepool.gov.uk)** or telephone direct **01429 52 3289**

More detailed information on charges is contained in the Council's Building Control Charges Scheme and is available for viewing on request.

**TABLE A - CHARGES FOR THE CREATION OR CONVERSION TO NEW DWELLING**

NUMBER OF DWELLING TYPES (Part 1)	Reversion Charge £	NUMBER OF DWELLINGS (Part 2)	Reversion charge £
1	225	1	560
2	312	2	780
3	416	3	1,040
4	520	4	1,300
5	560	5	1,400
6	648	6	1,620
7	688	7	1,720
8	776	8	1,940
9	876	9	2,040
10	904	10	2,260

### Table A – additional notes

- For more than 10 dwellings / types, or if the floor area of a dwelling exceeds 300m<sup>2</sup> the charge will be individually determined
- The reversion charge is calculated from the addition of (Part 1) the number of different types of dwelling and (Part 2) the total overall number of dwellings on site. An additional charge may be raised for work when relevant building work, or part thereof has not been carried out / or tested by a competent person. This charge is in addition to the reversion charge.

**TABLE B - DOMESTIC EXTENSIONS TO A SINGLE DOMESTIC BUILDING**

Category / Description	Reversion charge £
Single storey extension with an internal floor area:	
1 not exceeding 3m <sup>2</sup>	<b>360</b>
2 exceeding 3m <sup>2</sup> but not exceeding 10m <sup>2</sup>	<b>470</b>
3 exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	<b>640</b>
4 exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	<b>820</b>
Two storey extension with an internal floor area:	
5 not exceeding 40m <sup>2</sup>	<b>700</b>
6 exceeding 40m <sup>2</sup> but not exceeding 200m <sup>2</sup>	<b>850</b>
7 Loft conversion (not including a dormer construction)	<b>650</b>
8 Loft conversion (including a dormer construction)	<b>720</b>
9 Erection or extension of a single storey non-exempt domestic garage or carport floor area up to 40m <sup>2</sup>	<b>260</b>
10 Erection or extension of a single storey domestic garage or carport over 40m <sup>2</sup> up to 100m <sup>2</sup>	<b>320</b>
11 Conversion (or part conversion) of a garage to a dwelling to form habitable room(s)	<b>330</b>
12 Extend or create a basement up to 100m <sup>2</sup> floor area	<b>620</b>
<b>Additional notes</b>	
<ul style="list-style-type: none"> <li>An additional charge may be charged for work when relevant building work, or part thereof has <u>not</u> been carried out by a registered competent person. This is given in the charges scheme;</li> <li>An additional charge may be payable where complex structural calculations have or need to be submitted.</li> </ul>	

**TABLE C - DOMESTIC ALTERATIONS TO A SINGLE DOMESTIC BUILDING**

Category / Description	Reversion charge £
1 Underpinning, up to 40m in length	<b>340</b>
2 Renovation of thermal element(s)	<b>220</b>
3 Internal/external alterations, installation of fittings (not electric or windows/doors) and / or structural alterations with an estimated cost of work:	
3a up to £500	<b>130</b>
3b over £500 up to £1,000	<b>180</b>
3c over £1,000 up to £5,000	<b>220</b>
3d over £5,000 up to £15,000	<b>480</b>
3e over £15,000 up to £25,000	<b>580</b>
3f over £25,000 up to £50,000	<b>740</b>
4 Window / door replacement:	
4a up to 5	<b>130</b>
4b from 6 to 20	<b>240</b>
4c from 21 to 50	<b>340</b>
5 Electrical work (not competent persons scheme):	
5a new circuit(s) (not a re-wire or full installation)	<b>400</b>
5b re-wiring or a full new installation in a dwelling	<b>500</b>
6 Lightweight replacement conservatory roof (max 30m <sup>2</sup> (Approved lightweight system types only)	<b>240</b>
7 Installation of a small sewerage treatment facility	<b>240</b>
<b>Additional notes</b>	
<ul style="list-style-type: none"> <li>This table of charges covers domestic work that is not covered by tables A and B.</li> <li>If your work does not match any of the description an individually determined charge will be required. Please contact Hartlepool Building Control</li> </ul>	

Applicable from the 1<sup>st</sup> May 2019

**FORM 7**

Section 52(3) of the Building Act 1984 ('the Act')  
The Building (Approved Inspectors etc.) Regulations 2010 ('the 2010 Regulations')

**NOTICE OF CANCELLATION BY PERSON CARRYING OUT WORK**

To: (1)

Hartlepool Borough Council  
Level 1, Civic Centre  
Victoria Road,  
Hartlepool  
TS24 7BT

1. This notice relates to the following works: (2)

.....

2. An initial notice dated (3)..... has been given and the above work was specified in it.

3. I am [the person carrying out the work]/[intending to carry out the work]. (4)

4. I hereby cancel the initial notice.

Name:

.....  
Signature:

.....  
Date:

.....

**NOTES**

- (1) Insert the name and address of the person to whom the notice is given. It must be given to the local authority and, if practicable, to the approved inspector.
- (2) Location and description of the work, including the use of any building to which the work relates.
- (3) Insert date.
- (4) Delete whichever does not apply.