

Building Notice, Regularisation and Reversion

Guidance Notes

1. Type of application.
<p>Building Notice: A Building Notice should be submitted before the start of the building works on a domestic dwelling. If the proposed works are within 3m of a public sewer or the works relate to a commercial property a Full Plans Application is required.</p> <p>Regularization: A Regularisation application should be submitted when the works have been completed or started without building regs approval – retrospective approval.</p> <p>Reversion: A Reversion application should be submitted where an initial notice from a Registered Building Control Approver (RBCA) (previously known as an Approved Inspector), is no longer in force and the application is to ‘revert’ back to the local authority.</p>
2. Client Details
The client is the person for whom the work is being carried out. A domestic client is a client for whom a project is being carried out which is not in the course or furtherance of a business of that client. See Part 2A of the regulations for more information.
3. Applicant Details
The applicant is the person who is making the application, this could be the same as the client, principal designer, or contractor.
4. Principal Designer Details
The principal designer is the lead or sole designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations etc. (Amendment) (England) Regulations 2023. See Part 2A of the regulations for more information.
5. Principal Contractor Details
The principal contractor is the contractor appointed under regulation 11D of The Building Regulations etc. (Amendment) (England) Regulations 2023, and may be any person (including a client, but not a domestic client) who, in the course of a business, carries out, manages, or controls the building work for this project. These details must be provided to the Local Authority before the construction phase begins.
6. Correspondence
The primary email address which should be contacted for technical information and documentation.
7. Proposed Work and Location
Briefly describe the proposed works to be undertaken. Please state the full address of the building or site to which the work relates including name/number, road, parish and postcode where available.
8. Current usage of the building to which to work relates.
Where the work consists of work to an existing building, provide a description of the existing building, details of the current use of the building, including the current use of each storey, the height of the building and the number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.
9. Proposed usage of the building
State the proposed use of building (e.g. dwelling, office, factory etc), including the proposed use of each storey, the proposed height of the building and the number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.
10. Fire Safety
State whether the Regulatory Reform (Fire Safety) Order 2005 applies to the existing and/or proposed building where the work is intended, this includes shops, offices, hotels, hostels for hotel staff, boarding houses, factories and other uses.
11. Building Work Solely Required by People with Disabilities.
Is the work for a Registered Disabled person? For example, a wet room or installation of an access ramp. A letter from an occupational therapist or a doctor will need to be submitted with the application form to prove eligibility.

12. Payment

Do you wish to pay the plan checking fee by card, cheque, or invoice? Please state preferred method.
Please provide details on whom is it to pay the plan check fee and the inspection fee.

13. Disclaimer and Statement

Please ensure the Disclaimer and Statement is signed as appropriate **or** an email from the client is sent to bcinspections@tendringdc.gov.uk. (from their personal email address – not a generic one), confirming they agree to the application being made and that the information contained in the application is correct or sign the statement at the end of the application form.

OUR CONTACT DETAILS

Building Control
Tendring District Council
Town Hall
Station Road
Clacton-on-Sea
Essex
CO15 1SE

Tel: 01255 686111 – Option 1 to book inspections
Option 2 for general enquiries

Email: bcinspections@tendringdc.gov.uk
www.tendringdc.uk/departments/building-control

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