

Guidance notes for Applying to Discharge or Vary a Continuing Requirement

Introduction

This form is for making an application to remove or change a Continuing Requirement placed on a building by a Local Authority.

A Continuing Requirement satisfies the Local Authority that the purposes of the Building Regulations will not be affected by some change that may happen unless care is taken to prevent it.

When to use this form

You can apply to a Local Authority to Discharge or Vary a Continuing Requirement in the following circumstances.

- **Discharge:** your application must show the building meets the regulations at the time of the application and it must also show that a Continuing Requirement is no longer required.
- **Vary:** your application must show that the building meets the regulations at the time of the application and are still being met as a result of a variation.

Note: Continuing Requirements also no longer apply if the Local Authority grant a further Building Warrant or accept a further Completion Certificate. However, the Local Authority may reset a Continuing Requirement (or set further requirements) as they see fit.

Who should fill in the form?

You or someone you authorise on your behalf should fill in the form.

Electronic communication

All correspondence will be by email. If you do not want to use email, please tell the Local Authority.

You should send all correspondence and documents relating to applying to Discharge or Vary a Continuing Requirement through the eBuildingStandards portal.

