

MAKING AN APPLICATION

Where a Building Regulations application is required for the proposed building works, it can be made using one of the following application methods:

1. Full Plans or 2. Building Notice

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Full Plans:

- a) This form can be used for all types of work.
- b) Provide detailed plans of your proposal - with full constructional details, which are required to be submitted with the Full Plans application forms (2 copies of all plans are normally sufficient, however 2 additional copies are required where the works are non-domestic applications).
- c) A block plan (Scale 1:1250) may be required.
- d) A charge for vetting the plans must be submitted on submission of the application. A schedule setting out the required charges to be submitted, depending on the type of works are available from the Building Control Service upon request.
- e) An extension of time from 5 weeks to 2 months may be requested to allow for further amendments to be submitted, etc. while the plans are being vetted.
- f) You may request a Conditional Approval where further information is likely to be required, e.g. details of manufactured roof trusses or steel work calculations, etc.
- g) You may request on the application form that the Local Authority issues a "Completion Certificate" when all the works are satisfactorily completed. It is advisable to keep this with the Approval Notice to pass on to future purchasers of the property.

Following the first inspection, you will be sent an invoice for the Inspection Charge, which covers all the inspections undertaken by the Building Control Officer. A schedule setting out the required fees to be submitted, depending on the type of works are available from the Building Control Service upon request.

You are advised to employ a professional such as an Architect, Surveyor or Draughtsman to act as your agent in the preparation of plans and submission of an application.

Upon receipt of your application, your deposited plans will be checked for compliance with the Building Regulations. Any requests for further information or amendments will be forwarded to you (or your agent if you employ one) and the Notice of Approval or Conditional Approval will be issued as soon as the plans are considered satisfactory.

IT IS IMPORTANT THAT YOU SUPPLY THE BUILDER WITH A COPY OF THE APPROVED PLANS AND DECISION NOTICE.

However, a Notice of Rejection will be issued if all the details required have not been submitted within the set time-limit (this is normally 5 weeks, unless you have agreed to extend this to 2 months on the application form). Should you require to re-submit an application following its rejection, no further Plan vetting fee is required.

You may commence work after giving the Local Authority 2 working days notice, in writing. Work will be at your own risk if you commence before receiving your Approval Notice / Acceptance Letter.

Building Notice:

- g) This method is recommended for minor works in residential properties only. This form cannot be used where works have commenced or where the Regulatory Reform (Fire Safety) Order 2005 applies.
- b) Only a brief description of the works are required to be submitted (including any sketch plans if available) with this type of application. As there is no requirements to provide detailed plans to work to, the builder must liaise closely with the Building Control Officer.
- c) A block plan (Scale 1:1250) will be required
- d) The full charge is required at the stage of the application submission.
- e) You may request the Local Authority issue a "Completion Certificate" when all the works are satisfactorily completed. It is advisable to keep this with the Approval Notice to pass on to future purchasers of the property.
- f) There is no Approval or Rejection of a Building Notice submission, however a Notice of Acceptance will be issued. This Notice indicates that only the procedural details on the application have been checked and have been found to be acceptable.

Once on site, the Building Control Officer will need to agree the various items of work with your builder as the work proceeds. The Building Control Officer may also request further information to ensure compliance with the Regulations (e.g. requiring structural calculations to be submitted to prove the adequacy of any steel beams).

You may commence work on site after giving the Local Authority 2 days working notice, in writing.

A Note on Inspections:-

You, or your agent, will receive a set of building cards with the Full Plans Approval Notice or the Building Notice Acceptance. As stated on the cards, you must notify the Council's Building Control Group for the following inspections (additional inspections may be required by the Building Control Officer as the work progresses).

Statutory Notice Required by The Building Regulations:

Following Notification of the Commencement of Works in writing to the Authority, notification for inspections can be accepted by telephone.

- Commencement on site 2 days
- Before covering any excavations for foundations 1 day
- After concreting foundations 1 day
- Before covering any damp proof course or membrane 1 day
- Before covering any oversite 1 day
- After concreting any oversite slab 1 day
- Before covering any drain or private sewer 1 day
- After covering/haunching drains (usually with a drains test) 5 days
- Inspection prior to occupation 5 days
- Completion of works 5 days

Note: A day = 24 hours (excluding weekends and Bank holidays).

Make sure your builder has contacted the Building Control Officer. In the end it is you, the owner, who is responsible for works being checked for compliance with the Regulations.

IT IS ESSENTIAL THAT THE AUTHORITY ARE NOTIFIED AT THE COMPLETION OF THE WORKS STAGE.

NOTE: Please consult with the Authority's Development Control Section about your application as you may require an approval under the Town & Country Planning Act also.

WHERE IT IS PROPOSED TO ERECT A NEW DWELLING OR DOMESTIC EXTENSION, YOUR PROPOSAL MAY REQUIRE PROTECTION FROM THE EFFECTS OF RADON. Please contact the Building Control Group for further details.

This advice is given in outline only. It is not intended to be comprehensive or to be a substitute for taking legal or other advice. We hope it will help you consider some of the issues which may have otherwise not occurred to you.