

Making an Application

Where a **Building Regulation** application is required for proposed building work, it can be made using one of the following forms: -

- 1) Full Plans, or
- 2) A Building Notice

1) FULL PLANS

- a) This form can be used for any type of work.
- b) Provide detailed plans of your proposal, with full constructional details, which are submitted with the Full Plans application form (two copies of all the plans are normally sufficient, **(with a further two copies for some non-domestic applications)**).
- c) A block plan (scale 1:1250) is also required. A copy from the Ordnance Survey map for your area may be obtained from the Customer Services Reception for a set fee.
- d) A charge for Plan Checking must also be submitted with your application. A list setting out the required charge, which depends upon the type of work, is available from the Council.
- e) An extension of time from five weeks to two months may be requested (to allow for further amendments etc, whilst plans are being checked).
- f) You may request a Conditional Approval (where further information is likely to be required, e.g. details of manufactured roof trusses).
- g) You may request on the application form that the Local Authority issue a "Final Certificate" when works are satisfactorily completed. It is advisable to keep this with the Approval Notice to pass on to further purchasers of the property.

Note:

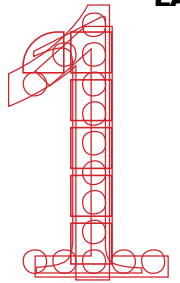
An alternative application procedure to that noted above can be given in the form of a Building Notice, where the Building Works are of a minor nature in connection with Domestic Dwellings only

Your Building Control Surveyors will be pleased to assist you in any further enquiries. Please phone customer services and ask to be put through to building control.

Tel: 023 9244 6571

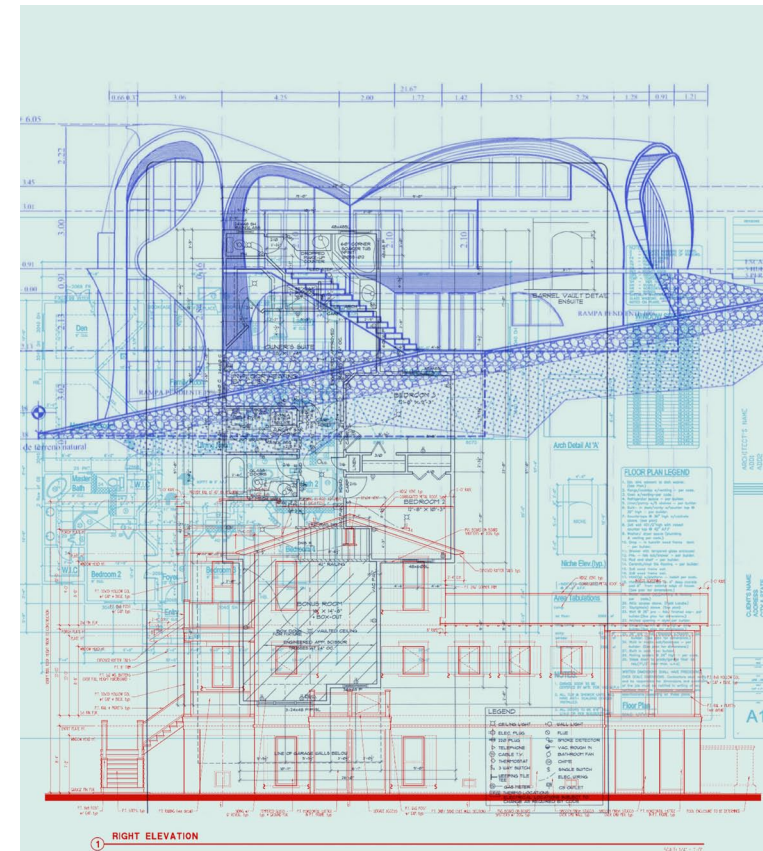
It is advisable to telephone between the following hours:
9.00am – 10.30am and 4.00pm – 5.30pm
(Outside office hours a telephone answering service operates)

BUILDING CONTROL



Information leaflet

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- h) Your application may be Approved, Rejected or Conditionally Approved.**
- i) After 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 list setting out the required charge, which depends upon the type of work, is available from the Council.

You are advised to employ a professional such as an architect, surveyor or draughtsman to act as your agent in preparing plans and submitting an application.

Upon receipt of your application, an acknowledgement letter will be issued to you and your deposited plans will be checked for compliance with the Building Regulations. Any requests for further requirements or amendments will be forwarded to you (or your agent if you employ one) and an Approval Notice issued as soon as the plans are considered satisfactory. **It is important that you supply your builder with a copy of the approved plans.**

However, a Rejection Notice will have to be issued if all the details required have not been submitted within the set time limit (this is normally five weeks, unless you have agreed to extend this to two months on the application form). Should you need to resubmit an application following its rejection, no further Plan Checking charge is required.

You may commence work after giving the Local Authority two working days notice in writing. Work will be at your own risk if you commence before receiving your Approval Notice, so you are strongly advised to wait for the Approval to be issued.

2) BUILDING NOTICE:

- a) Recommended for minor works in residential properties only, this form cannot be used where works have already commenced, proposal is over or adjacent to a public sewer, or where the building is for a “designated use” as defined by the Regulatory Reform (Fire Safety) order 2005 (e.g. shops and offices).**
- b) Only a brief description of work needs to be submitted** (including sketch plans if available) with this type of application. As there is no requirement to provide detailed plans to work to, the builder must liaise closely with the Building Control Surveyor.
- c) A block plan (scale 1:1250) is only required for extensions or new houses.**
- d) The full charge is required at the application stage.**
- e) You will be able to receive a “Final Certificate”** from the Local Authority at completion of works.
- f) There is no Approval or Rejection of a Building Notice** but a letter of acknowledgement will be issued when the Building Notice has been looked at by a Building Control Surveyor.

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

You may commence work after giving the Local Authority two working days notice in writing.

You are strongly advised not to use this type of application unless your builder is competent and experienced.

A NOTE ON INSPECTIONS:

You, or your agent, will receive an of inspection card with the Full Plans Approval Notice or the Building Notice acknowledgement letter. As stated on the card, you must notify the Council’s Building Control Section for the following Inspections (additional inspections may also be required by the BCS as work progresses): -

STATUTORY NOTICE REQUIRED BY THE BUILDING REGULATIONS:

(Notify the Local Authority prior to the works. The first Commencement Notice must be in writing).

Commencement on site **Two days**

Before covering any excavations for foundations **One day**

After concreting foundations **One day**

Before covering any damp-proof course or membrane **One day**

Before covering any oversite **One day**

After concreting any oversite slab **One day**

Before covering any drain or private sewer **One day**

After covering/haunching drains

(usually with a drains test) **Five days**

Inspection prior to occupation **Five days**

Completion of works **Five days**

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

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

Note: Consult this Council’s Development Control about applications for Planning Permission.

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