

COMPLETION OF WORK

When the work is completed (excluding decorating and furnishing) you must arrange for a completion inspection by your Building Control Officer.

A Completion Certificate will be issued providing the work is satisfactory.

It is strongly recommended that this completion certificate is obtained before final payment is made to the contractor. Solicitors may also require a copy of this certificate which confirms that the work has been completed in accordance with the Building Regulations.

PLANNING PERMISSION

Planning Permission and Building Regulation approval are not the same. Building Regulations will often apply when Planning Permission is unnecessary, and vice-versa. You should always check with the Development Control Section of the Council to find out if your proposal needs Planning Permission.



Your Local Building Control Service

The Building Control Service is here to help, if you are in any doubt over Building Regulation requirements or require further information, please telephone or call at your local Building Control Office.

Whilst every care has been taken in compiling this information leaflet and the statements contained herein the publishers and promoters cannot accept responsibility for any inaccuracies. Building Regulations are changed from time to time, if you did not receive this leaflet directly from your Local Building Control Authority, check with them that the information here is still current.

For further advice on this subject or any other Building Control matter please contact your Local Authority office as detailed below.

Blackburn with Darwen
Borough Council
01254 585747
Blackpool Borough Council
01253 476219
Burnley Borough Council
01282 425011
Chorley Borough Council
01257 5152450
Fylde Borough Council
01772 671488
Hyndburn Borough Council
01254 388111
Lancaster City Council
01524 582369

Borough of Pendle
01282 661722
Preston Borough Council
01772 906574
Borough of Rossendale
01706 874333
South Ribble Borough Council
01772 625521
Ribble Valley Borough Council
01200 425111
West Lancashire District Council
01695 585136
Borough of Wyre
01253 887242

BUILDING REGULATIONS

Information Leaflet No.1

Applying for Building Regulations Consent

BUILDING CONTROL

DISTRICT SURVEYORS ASSOCIATION

Lancashire District



AIMS OF THE LEAFLET

This leaflet is intended to provide advice on a particular aspect of the Building Regulations. It is not a statement of the law but is intended to help you to understand the system. For further information you should contact your Local Building Control Office.

INTRODUCTION

There are two procedures for giving notice to the Local Authority of your intention to carry out work, the Full Plans and the Building Notice procedure. Fees are payable to the Local Authority, the total fee payable in respect of the Building Notice and Full Plans procedure are the same.

EXEMPTIONS

Some works are exempt from the Building Regulations. The Building Control Officers will be pleased to advise you. (see information leaflet No.2)

FULL PLANS PROCEDURE

The most widely known procedure is by the deposit of 'full plans' whereby the person wishing to carry out the work, or their agent, submits plans showing full details of work. These plans are then checked for compliance with the Building Regulations and if satisfactory, an Approval Notice is issued.

ADVANTAGES OF THE FULL PLANS SYSTEM

You will receive a formal decision after the checking process has taken place. An approval notice can be presented to financial institutions, solicitors, surveyors etc., when seeking loans or moving home. You have the assurance that providing work is carried out in accordance with the approved plans the Regulations will be satisfied.

HOW DO I SUBMIT A FULL PLANS APPLICATION?

Complete the application forms in duplicate and include at least two copies of:-

- All detailed plans, sections and elevations, incorporating all necessary technical notes, supporting calculations and specifications.
- A 1:1250 scale plan showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries (commonly known as a block plan).
- Where appropriate a written estimate based on professional costings but excluding VAT.
- The appropriate fee (see current fee scales).

An additional two copies of the plans are normally required if the application is for the following types of building:-

Offices, Shops, Factories, Hotels and Boarding Houses.

BUILDING NOTICE PROCEDURE

The Building Notice procedure is a useful facility for carrying out work on smaller projects and also where the person carrying out the work is familiar with the requirements of the Regulations, it enables work to proceed quickly without the deposit of plans. It may not however be used for certain projects such as shops and offices, where the Regulations make requirements for means of escape in case of fire.

ADVANTAGES

Detailed plans are not always required resulting in savings in time and cost.

DISADVANTAGES

You must feel confident that the works comply with the Building Regulations or you risk having to correct it after inspection. You may have to submit plans and calculations at a later stage.

- No approval notice will be issued.
- A Building Notice may not be accepted for mortgage purposes.

HOW DO I SUBMIT A BUILDING NOTICE?

Complete the Building Notice form and include the following:-

- Where appropriate a written estimate based on professional costings but excluding VAT.
- The appropriate fee (see current fee scales), and in the case of new buildings and extensions a 1:1250 scale plan showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries (commonly known as a block plan).

STARTING WORK

Building work must be inspected during its progress and sufficient notice must be given to enable the Building Control Section to arrange site visits.

This applies to work sanctioned under both the Full Plans and Building Notice procedures. You must contact the Building Control Officer before you start work, preferably two days prior to commencing. An officer will arrange to visit and discuss your proposals to determine what inspections are required during the course of the work.

