

Introduction

If you are intending to carry out building works you must submit an application to Building Control. Your application may be in the form of **Full Plans** or **Building Notice**. You may also require Planning permission. Please contact our Development Control section if in doubt.

Work on site must not start until at least two days after depositing an acceptable application with Building Control and you should give notice of commencement. Applications expire after 3 years if work has not started.

Full Plans

A full plans application can be used for all types of building work. You must submit the following with your application:

- **Completed Full Plans application form.**
- **Appropriate Plan fee;** see fee charges. The inspection fee is payable on commencement of work and you will be sent a separate invoice.
- **Site location plan;** Scale 1:1250.
- **Two copies of Elevations Sections and Plan view drawings;** scale 1:100 or 1:50.
- **Specification;** for the materials and construction proposed to be used in the foundations, walls, floors, roof, drainage etc.
- **Calculations;** to justify structural members, thermal performance of the building or other requirements of the Regulations.
- If the work to a building is designated under the **Fire Precautions Act 1971** (as amended) a further two sets of plans are required detailing fire safety measures that are to be taken. Designated buildings are offices, shops or railway premises, hotels or boarding houses and industrial buildings.

Once your application has been received, it is registered and an acknowledgement letter sent to the applicant or agent.

The plans are checked for compliance with the Building Regulations and if there are any defects your

agent will be notified. Once the plans comply with the Regulations we will approve your application.

If the defects are not resolved within 5 weeks, extendable to 2 months from deposit, the Council has no option but to reject the application.

Following rejection, amended plans may be submitted for approval at any time. No further charge is payable provided the work is substantially the same.

The Council is required by law to use metric units as the prime units of measurement. Applicants are asked to use metric measurements so as to avoid conversion errors.

Building Notice

A Building Notice application can be used for buildings that are not designated under the **Fire Precautions Act 1971** (as amended), generally domestic premises.

If you are **building over or within 3m of a public sewer** a Full Plans application is always required.

Unlike the Full Plans process, detailed drawings are not normally required. However, you must submit the following with your application:

- **Completed Building Notice form.**
- **Building Notice fee;** see fee charges.
- **Site location plan;** minimum scale 1:1250 showing the position of your property in relation to other buildings, the street and boundaries. A plan may be purchased from an Ordnance Survey agent who may be found in the yellow pages or in some cases from the Council. Ask for an Ordnance survey extract showing your property:
- **Additional information;** calculations may be required to show how your work complies with the Building Regulations.

Once your application has been received, if acceptable, it is registered and an acknowledgement letter sent to the applicant or agent.

Advantages & disadvantages

Full Plans:

- Plans are checked and approved if suitable and an Approval Notice issued which can then be passed onto any future purchaser of the premises.
- Your builder works from approved plans.
- On completion of the work a completion certificate is issued provided all necessary inspections have been requested and carried out and no contraventions are outstanding.
- There may be a delay while detailed plans are prepared by your surveyor or architect, for which they will charge a fee. However, plans may already have been prepared for the planning application where necessary which may merely require the addition of technical details and sections.
- The Council must check your application within statutory time limits.

Building Notice:

- Generally only a site plan needs to be prepared, although sometimes detailed plans and calculations are required to support the application.
- All charges (plan and inspection) are paid on deposit of the application. These are **non-refundable**.
- Building Notices are not recommended for new dwellings due to the complexity of new energy efficiency requirements under Part L 2006 edition.
- Plans are not checked for compliance with Building Regulations and no Approval Notice is issued. Without approved plans to work to, a clear knowledge of the requirements of the Building Regulations is essential. If on inspection the work is found not to comply, it will have to be altered, which may result in additional cost, before a Completion Certificate can be issued.

Implications of starting work without an application

- This is a contravention of the Building Regulations and a criminal offence.
- If work continues without an application, you are liable on summary conviction to a fine.
- Where work carried out does not comply with the Regulations, demolition or alteration works may be necessary.
- Any future sale of the property or arrangement of finance secured on the property may be delayed without the relevant certificates.

Site inspections

Building Control should be notified at these stages and others on request:

- Commencement
- Foundation excavation
- Foundation concreted
- Damp proof course
- Oversight and damp proof membrane prior to backfilling
- Drains prior to back filling
- Drains test after backfilling
- Floor & roof constructions
- Steel beams
- On occupation
- Final completion



Contact Details

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**Telephone:
West Team – 01395 517578
East Team – 01395 517482**

**Email:
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**NB: This leaflet can be supplied
in other formats.**

Building Control



**Householders Guidance
Leaflet No 1**

**How to make an
application**

Updated February 2006