

Advice Note 3

Building Regulation Application Guidance



Types of Building Regulation application

- **Full Plans notification** is when full design details of the proposed building work are submitted for approval. These details will be checked and you will be advised of any necessary changes required to satisfy the Building Regulations. When the design is satisfactory we will issue an approval which may be subject to conditions. Our Surveyor will then inspect the works at various stages during construction.
- **Building Notice notification** consists of a notice describing the works to be carried out. The notice should be accompanied by a location plan and the relevant fee. Additional design information may be requested by the Surveyor but any information provided with the notice will not be checked in advance and no plan approval will be issued. You can start work 48 hrs after the notice has been accepted. Building Control Surveyors will visit the site at various stages during construction to ensure work complies with the Building Regulations. Because there are no approved plans it is important that you or your builder are familiar with the requirements of the Building Regulations for the project.

This method cannot be used where,

- there is a sewer shown on the South West Water map of sewers within 3m of the building, or
 - if the Regulatory Reform (Fire Safety) Order 2005 applies to the building, or
 - if the work involves the erection of a building fronting on to a private street.
- **A Regularisation application** is made when unauthorised work has been carried out and the application is made retrospectively. If this is the case you should contact Building Control to determine the fee. Further information is available on Advice Note 41 - Regularising Unauthorised Works.

Your responsibilities

- It is your responsibility to ensure that you comply with the building regulations.
- You will be provided with a schedule of inspections. It is critical that you notify us when these stages of construction are ready for inspection to enable us to carry out the required inspections. We can be notified by telephone, post or e-mail.
- South West Water are now responsible for lateral drains as well as sewers. It is the responsibility of the property owners to make diligent enquiries to determine whether the drainage in the vicinity of any proposed development is a public sewer or lateral drain under the control of the Water Authority and seek their consent to prior to construction (SWW Tel No. 08001691144)
- Provide information requested by the Surveyor required to demonstrate compliance with the regulations.

- Please note that the acceptance of the building regulation notification does not constitute an approval in respect of the Town and Country Planning Act. It is the responsibility of the owner or his/her agent to ensure that all the necessary permissions are obtained before work commences.

Our responsibilities

- We will process the notification and carry out inspections in a timely and professional manner to ensure work complies with the building regulations.
- Where contraventions of the building regulations are identified we will provide advice and recommendations with regard to potential solutions. Where necessary this will be done in writing.
- We will issue a completion certificate upon satisfactory completion of the building works provided adequate notification of inspection stages have been received and we have been able to take reasonable steps to confirm that the building work meets the standard required by the building regulations. You should retain the completion certificate as it may be required when selling the property.
- We will provide pre-application advice to assist the design process where required.

Information required

Full Plans

1. 2x completed application forms.
2. Payment of correct fee.
3. 2x copies of design plans, specifications and supporting calculations to show how the work will meet the Building Regulations and associated legislation.
4. In the case of the erection or extension of a building 2x copies of a site location plan to a scale not less than 1:1250 showing the location of the work in relation to the site and boundaries and adjacent buildings.
5. Where the Regulatory Reform (Fire Safety) Order 2005 applies a further copy of the design information should be provided.

Building Notice

1. A completed notification form including an accurate description of the full extent of the works.
2. Payment of the correct fee.
3. In the case of the erection or extension of a building 2x copies of a site location plan to a scale not less than 1:1250 showing the location of the work in relation to the site and boundaries and adjacent buildings.

It should be noted that if no design drawings or specification are prepared you will not have a clear basis on which to obtain quotations from builders and therefore may not be comparing like for like when selecting a contractor

Exemption from fees

If the building work relates to an existing dwelling where a disabled person is or will be a permanent resident or to an existing building to which members of the public are admitted (public buildings, shops, banks etc.) the application may be exempt from fees.

The exemption only applies where the whole of the work is either to,

- provide a means of access to enter or exit the building, or
- to provide a suitable method of circulation within the building (eg lifts, widening openings etc.), or
- if the work is for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person.

Evidence of registered disabled status should be provided with the application.

Further information

Further information regarding the Building Regulations and access to the Approved Documents that provide information on how to meet the requirements can be found at www.gov.uk/government/collections/approved-documents

Further advice and application forms and the fee tables can be obtained at www.nmdbuildingcontrol.co.uk