

Guidance Notes

1. **The applicant** is the person on whose behalf the work is being carried out, e.g. the land and/or the building's owner. **The agent** (if used) is the person who is submitting the application on behalf of the applicant and is the person who all correspondence will be sent to.
2. **One copy** of this notice should be completed and submitted with a copy of the plans and particulars in accordance with the provisions of Building Regulation 14 to the address below.
Please note – where provided **all plans should be marked** with a unique reference number and clearly indicate different revisions.
3. Subject to certain exceptions an application attracts a charge payable by the person whom or on whose behalf the work is to be carried out.
However, supplementary fees may apply in the event of:
 - a) Resubmission of plans e.g. where amended designs require significant further detailed re-checking.
 - b) Where Structural Calculations submitted are not prepared by a Chartered Structural Engineer.
 - c) Where due to the complexity of the project NMD building control require specialist advice from an external consultant.
 - d) Abortive pre-arranged site visits or additional visits made for works which need to be re-inspected e.g. where a stage of works was not completed satisfactorily or where remedial works are required.
 - e) Significant changes in the scope and/or program of work for example where the project duration exceeds 12 months.
 - f) Where building work included the installation of controlled fitting or services and where they are not being fitted by a member of competent person scheme e.g. Part P, HETAS, OFTEC, Gas Safe Register etc.

The amount of charge payable is determined on a case specific risk assessment basis. To get a free quote please contact us to discuss the project. A detailed description of the works together with a copy of the plans is usually needed to confirm the fees.

Cheques should be made payable to North Devon Council. Please contact building control on 01884 234974 if you require a copy of the **charges schedule**.
4. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the **Town and Country Planning Acts**. Call 01271 327711 for North Devon or call 01884 255255 for Mid Devon.
5. Details are required that show compliance with Reg 14 (3) (b) e.g. how the foundations will be constructed in a way that will not damage the **sewer or lateral drain**. (*Note: 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 the 'build over' prior to construction. Call South West Water on 0800 1691144.*)
6. The **Fire Authority will be consulted** where the works relate to premises covered by the Regulatory Reform (Fire Safety) Order 2005. These include;
 - Offices & Shops
 - Premises providing Sleeping Accommodation (not private dwellings)
 - Residential Care
 - Small & Medium Places of Assembly
 - Large Places of Assembly
 - Factories & Warehouses
 - Theatres & Cinemas
 - Educational Premises
 - Healthcare Premises (responsibility of the Department of Health)
 - Transport Premises & Facilities

Note: Single private dwellings are outside the scope of the RRO.
7. **These notes** are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
8. **New dwellings** – in relation to the erection of a dwelling, a statement is required to be provided relating to any Optional Requirement imposed under Planning Permission.
9. Any **personal information** which you provide will be held and used by NMD Building Control for the purpose of processing your Building Regulations application. Your information may be provided to a third party acting on our behalf to process your Building Regulations application. Your information may also be shared within the relevant authority for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside NMD Building Control without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.
10. The plans may be passed subject to conditions, unless that applicant withdraws their consent. The period for dealing with this application may be extended to **2 months** from the date of deposit, unless the applicant withdraws their consent.
11. A **demolition notice** should be given as prescribed in section 81 of the Building Act 1984.

NMD Building Control
Woodlands Enterprise Centre
Pathfields Business Park
South Molton
Devon
EX36 3BY

Tel: 01884 234974

Notes for Question 12. Type of construction

Non-standard construction includes:

- Poor and contaminated ground
- Regulated stands.
- Certified stadia and indoor sports.
- Music arenas.
- Industrial buildings where hazardous substances are anticipated.
- HTM premises (including care homes subject to HTM).
- Modern methods of construction (not including 'porta cabin' style buildings up to two storeys from known suppliers).
- Mass timber buildings e.g., Cross laminated timber or glulam portal frames.
- Volumetric buildings.
- Buildings with a high level of complexity.
- RAAC Construction.
- Half timbered (vernacular) buildings

Note: alteration works to the above building types are also non-standard unless otherwise agreed by Class 3 Inspector

The following are considered Common (unless also within the non-standard list above):

- Solid and cavity masonry buildings.
- Timber frame buildings (including conventional and pegged oak frames etc.)
- Natural stone wall construction.
- Cob wall construction.
- Thatched roof construction.
- Glulam beams used as simple support for example ridge beams.
- ICF.
- Mining related ground conditions.
- Cornish Units/Wool away/Post war system-built dwellings.
- Mansard Construction.
- Cross wall constructed dwellings.
- Care homes not covered under HTM.
- SIP panel system dwellings.
- Cold folded and hot rolled steel framed buildings (including portal)