

Building Control Solutions

Homeowner Guide 23

Getting your plans right first time



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When you submit plans and applications, for Building Regulation consent, it is important that the information we receive is in sufficient detail. This is the first of a two part checklist explaining the information you will need to supply. Please also refer to Homeowner Guide 25B.

Even if you choose to use the Building Notice procedure, which may not require the submission of full working plans and details, you are advised to use this guidance note to help you understand the requirements of the Building Regulations.

The guidance is primarily for **up to two storey domestic buildings only**.

To help you with the preparation of your plans and applications please consider the following:

Plans, Drawings and Supporting Information

This is the way that you are presenting your proposals to us. Clear, concise and relevant information is important. Please consider the following when preparing your submission:

- Providing plans to a suitable metric scale - 1:100, 1:50 or 1:20 etc
- Providing location plans, elevations, plan views and sections
- Providing a specification of work detailing how you are to construct your proposal
- Providing specialist design information such as structural calculations, heat loss details etc
- Providing references to appropriate design standards
- Providing manufacturer's details and reports
- Providing evidence of independent testing and certification.

Site Location Plans

These should be provided for all applications involving the erection or extension of a building.

They are particularly important for Building Notices as this is the only way we can check the description of work, and if a public sewer is affected that you have indicated how you intend to drain the building.

Boundaries

Treatment of foundations, overhanging gutters/ soffits and connection to adjoining properties can create problems. Care in design can prevent disputes arising.

Under the Party Wall Act 1996 you are obliged to consult with neighbours' where you affect the boundary, party wall or have deep foundations close to the boundary.

Public Sewers

It is vital that you check the public sewer sheets at the start of plan preparation. We have to consult The Water Authority where sewers are affected and they can impose building conditions or refuse to allow your work.

Building Notices **cannot** be used where public sewers are affected.

Trees

Trees close to your proposals should be shown on your plans. Foundation design and depth can be affected. Recently planted or removed trees and hedges should also be marked.

Foundation Design

Ground conditions are very variable. You may not be able to use traditional strip or trench fill foundations due to site conditions left by former uses.

You should research this thoroughly. We may be able to help if you give us enough time to search our archives. We do not have all records, and you may need to employ a specialist to help you. Plans should show:

- The type of foundation you wish to use for the ground conditions likely to be present on site
- The construction of the foundation. If it is a traditional strip or trench fill foundation:
- Width
- Depth
- Concrete mix and thickness.

If it is a specialist foundation:

- Structural calculations
- Size/dimensions
- Concrete mix and other materials
- Reinforcement
- Protection to be provided to drains
- The affect of other below ground services and obstructions
- The affect of trees and shrubs etc.

Ground Floors

Plans should show:

- The type of floor you wish to use for the ground conditions likely to be present on site
- The construction of the floor.

If it is ground bearing:

- Ground preparation
- Hardcore, compaction and thickness
- Concrete mix and thickness
- Screed finishes.

If it is suspended:

- Structural calculations
- Support walls
- Size/dimensions
- Materials
- Reinforcement
- Ventilation of any voids beneath floor
- Screed finishes
- Damp Proof Membrane details
- Floor Insulation details.

Walls

Plans should show:

- The type of wall you wish to use for the climatic conditions likely to be present on site
- Whether the wall is loadbearing and if so what does it support and how it will do it

The construction of the wall:

- Type and strength of bricks and blocks to be used or frame details if it is a partition
- Thickness of wall
- Width of any cavity
- Cavity wall ties – type and spacings
- Mortar mix
- Pointing details
- Bonding
- Connection to existing buildings
- Details of buttressing/piers
- Details of lateral restraint straps at all levels
- Details of external weather proofing such as render, boarding
- Details of damp proof courses – horizontal and vertical
- Details of wall insulation
- Details of how sound will be reduced if it is a party wall or a wall to a bathroom or toilet
- Details of internal wall linings and finishes such as plasterboard and plaster.

Drainage

Plans should show:

- The layout, sizes and depths of all existing and proposed drains and manholes
- The affect of drains on adjacent foundation depths
- Protection of drains where they are close too or beneath the building
- Bedding and surround to drains
- Protection of shallow drains or those in heavily trafficked areas
- How access to drains is to be provided – manholes, Inspection chambers and rodding eyes
- How the condition of existing drains will be established if they are to be re-used
- That the layout does not place drains in places that will restrict future extensions
- That the first option for storm water disposal, to a soakaway, has been assessed before opting to use a storm drain. If a soakaway is to be used its design is required
- Separate systems for Foul and Storm water. Storm water cannot discharge to existing foul or combined drains
- Size and position of gutters and downpipes etc



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