

Building Control Solutions

Homeowner Guide 2

Need to make a Building Regulation Application?



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The Building Regulations can be complied with by using either; the Full Plans or Building Notice application route.

Is a charge payable?

The Charge payable with a Full Plans application is paid in two stages, the first part when the application is submitted, the second following invoicing after the work commences on site. The Charge payable with a Building Notice is paid in full when the Notice is submitted. Please note either charge is not refundable if you subsequently decide not to proceed with the work.

A guide to the full plans application

This is normally the best choice for work that includes:-

- Loft conversions
- New buildings
- Major internal structural alterations
- Large extensions

The benefits of using the Full Plans application route are:-

- Advice will be given on the Building Regulations at the design stage of the project. A report will normally be given within 15 working days of you making a valid application. This will advise you on what needs to be done to comply with the Regulations
- A formal approval will be issued once the proposals comply with the Regulations
- Costly delays will be avoided as builders can work to approved drawings

How to submit a full plans application

Submit an application on-line at: www.bcsolutions.org.uk

Alternatively a valid application includes:

1. Fill in a Building Regulation Submission Form
2. Submit a Plan Charge. Check our Scheme of Charges Guidance Note for details
3. Provide detailed drawings and specifications. One copy is required for domestic work. Otherwise two further copies are required for non-domestic work. This should include:-
 - A specification for the proposed work
 - Scaled plans showing both existing and proposed floor layouts and elevations
 - A site location plan
 - Sectional drawings through the proposed work
4. Post or deliver your form, drawings and relevant charge to Building Control Solutions

A guide to the building notice application

This is normally the best choice for work that includes: -

- Simple structural alterations.
- Installing a bathroom
- Drainage alterations
- Re-roofing work

- Small domestic extensions
- Detached garages and outbuildings
- Underpinning work
- Installing a heating appliance and/or chimney flue
- Garage conversions
- Insertion of thermal insulation to existing cavity walls

Please note

It is not possible to submit a Building Notice when the building work consists of building over or close to a public sewer.

This route cannot also be used for any premises which are subject to the Regulatory Reform (Fire Safety) Order 2005. The benefits of using the Building Notice application route are:-

- It is ideal to allow minor work to start quickly
- Drawings are not required when making the application, however details may be requested at a later stage
- When detailed drawings are provided they will be given a preliminary check for fundamental compliance with the Building Regulations

Constraints:

- When the Building Notice procedure is used the Council will not formally pass or reject plans
- You will not have the benefit of a clear estimate of building costs
- The person carrying out the work will need to be confident that the work will comply with the requirements of the Building Regulations, in order to prevent the risk of changes being required after inspection

How to submit 1a building notice application

Submit an application on-line at: www.bcsolutions.org.uk

Alternatively a valid application includes:

1. Fill in a Building Regulation Submission Form
2. Submit a Building Notice Charge
3. Include a site location and block plan
4. Post or deliver your form, drawings and relevant charge to Building Control Solutions

Starting work on site

You can start work just two days after submitting either a valid Full Plans or Building Notice application. You must give us notice when your building work reaches a certain stage so we can inspect it to make sure you have complied with building regulations. There are several stages of inspection.

- 2 days before work starts (statutory)
- 1 day before concreting the foundations
- 1 day before covering up the dpc's and dpm's
- 1 day before covering up any drains laid
- 1 day before covering up the oversite
- 1 day before testing the covered up drainage
- 5 days before occupation / completion of the works (statutory)

Relevant inspections will be confirmed in your Inspection Plan which will be supplied on receipt of your Application.

Arranging a visit

Our Homeowner Guide 17 gives full details on the site inspection process. Inspections of work can be arranged by a number of methods, and if received before 4.00pm; can be carried out on the next working day.

Completion or occupation

When work has been inspected and found to comply with the Regulations, a formal completion certificate will be issued to the applicant free of charge. Please ensure you obtain a certificate as one cannot be provided at a later date.

Party Wall etc. Act 1996

Advice should be taken from a suitably qualified surveyor or legal expert on the possible implications of the above Act. Our Homeowner Guide 13 is available either through our website or by contacting our business support team. This will give you a brief overview of the legislation.

Providing guidance

Please consult us prior to making an application. Our Service is there to help if you are in any doubts over requirements or require further information. This is one of a number of Homeowner Guides to help you through the Building Control process. Copies are available either through our website at: www.bcsolutions.org.uk or by contacting our business support team.

Other approvals

In addition to Building Regulation approval, you may also require Planning Permission in certain circumstances.

Please contact the relevant authority's Development Control team for further advice.



Tel: 0300 790 0580
www.bcsolutions.org.uk

