

Building Regulations 2000 - Advisory Leaflet

August 05

OUR CUSTOMER CHARTER

We aim to

1. Apply the Building Regulations and the Building Act to secure for people in and about buildings.
2. Provide an efficient, quality and cost effective service by
 - Making it as simple and easy as possible to achieve building regulation standards.
 - Maintaining a quality assured management system.
 - Making timely responses to receiving notifications of building works and dangerous structures.
 - Issuing decisions and completion certificates in good time.
 - Carrying out site inspections when they matter.
 - Making realistic charges and consulting our customers.
3. Taking enforcement action when it is necessary and in a balanced way



RESPONSIBILITY OF THE BUILDING OWNER

Persons carrying out building work must notify the Local Authority and comply with the regulations. Notification must be given:

- a) of the intention to carry out work, and
- b) at certain stages of the work to give the opportunity for inspection.

Details of these procedures are set out overleaf. This process is subject to charges based upon the type of work carried out, and details of which are set out in our *Charges* leaflet.

BUILDING REGULATIONS 2000 STANDARDS

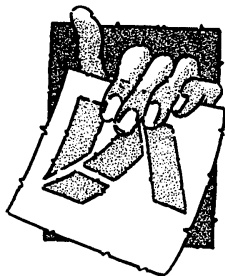
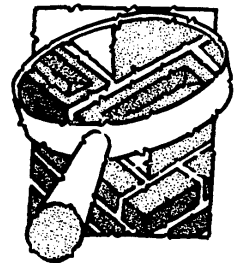
The purposes of the Regulations are:

- To secure reasonable standards of health and safety for persons in and about buildings,
- To provide for energy conservation and for access and facilities for persons with disabilities.

They are not about quality control or the way the building looks, and are separate to planning legislation.

Design guides called 'Approved Documents' support the Regulations. They cover:

** Structural stability * fire precautions and means of escape * site preparation, damp proofing and safeguarding the use of toxic substances * soundproofing * ventilation, hygiene and drainage and waste disposal * protection from falls, collisions and impacts * disabled access * safe use of windows*



THE ROLE OF THE LOCAL AUTHORITY

The Council is empowered by the Building Act 1984 to enforce the Building Regulations by:

- Processing notifications and making site inspections.
- Where the regulations are contravened, and these procedures fail, seeking remedial works by notice and/or taking legal action for a fine through the Magistrates Court.

If our service is unsatisfactory!

If you are unhappy with the way we have dealt with you, we want to know. We want to put things right, and we welcome suggestions to help us improve our performance. You can speak or, if you prefer, write to the Building Control Manager. Most complaints are settled in this way, very often immediately. If this is not the case, or if you prefer, we have a formal Complaints Procedure, which is investigated by the Council's Customer Services Manager.

STAGE 1 – NOTIFICATION of BUILDING WORK

You will need to give notification **before work commences**, if you are proposing to: -

- erect or extend a building, or alter a building in a way that could affect the structural stability, alter the fire precautions, the fire escapes or the disabled access;
- insert insulation material into the cavity wall of the building or underpin a building
- change the use of a building by converting it to a dwelling, increasing or reducing the number of dwellings or converting it to certain other uses. (If in doubt please check with us).
- alter or provide new drainage or heat producing appliances, or fit replacement windows.

Some buildings are exempt – see page 3

There are 2 ways to notify the Local Authority; to deposit **Full Plans** or submit a **Building Notice**. (*Full Plans must be used for places of work, for new buildings fronting private streets and where 'public sewers' are affected*)

Full Plans

You need to provide: -

- 1) 2* completed Notification forms.
- 2) Payment of appropriate plan charge.
- 3) 2* copies of detailed plans and details showing how the work will meet the requirements of the Building Regulations and associated legislation.
- 4) For new build or extensions, 2* copies of a site plan showing the work in relation to the site boundaries, to a scale of 1:1250.

(* 3 copies for premises that are places of work)

We will check the plans and details and advise you of any amendments or information that is required to show compliance with the regulations. Once your plans comply we will approve the plans and issue an Approval Notice, then, if the work is carried out to the approved plans, it will pass our inspections.

What if your Full Plans are refused? If for some reason your plans are refused, and you are not happy with our interpretation of the regulations, you may appeal directly to the Secretary of State for the Environment, Transport, and the Regions provided that you have not started the work.

Building Notice

A simple and quick method of notification where the building work is not complicated. You need only provide the following:

- 1) 2 completed Notification forms.
- 2) Payment of building notice charge.
- 3) For new build or extensions 2 copies of a site plan showing the work in relation to the site boundaries, to a scale of 1:1250.

It is a declaration of your intention to build. No detailed check of the proposals is made before work is carried out and therefore it does require you or your builder to have a good working knowledge of the regulations.

STAGE 2 - INSPECTIONS AND GIVING NOTICE

The aim of inspection is to verify that the works meet Regulation requirements. This will then enable us to issue a *Completion Certificate*.

The person carrying out the work must notify us:

1. 48 hours before starting the work;
2. 24 hours before covering up any foundation excavation, concrete or damp-proof course.
3. 24 hours before covering any drain or private sewer;
4. within 5 days of covering any drain or private sewer and back-filling the trench;
5. within 5 days of finishing the work.
6. 5 days before occupation of building

Further inspections may be advisable, depending on the type, size and complexity of the work.

At commencement of work we will meet and arrange a programme of inspections with the builder. In the case of full plans, we will then invoice the inspection charge.

We can be notified by post, telephone, fax or e-mail, and offer *same day inspections* provided we are notified before 10am.

If we are not notified, the work may have to be opened up so that we can check that it is satisfactory. This slows the work down and costs money. It may also prevent us from issuing a completion certificate.

Any defects with the building works will be notified to you or your builder as they arise, thereby giving opportunity to amend the works with the minimum of cost and delay. The regulations allow for a flexible approach to building design. Should things go wrong, or you need help, you should first direct your queries to the surveyor. If you are not satisfied with his response or would like a second opinion then the Building Control Manager will try to resolve your problem.

Completion Certificates will be issued upon the satisfactory completion of the building works. This is a very important document - it is your assurance that we have carried out inspections and are satisfied that the works comply with the regulations. This will prove valuable when selling the property and it is, therefore, very important that we are given notice to inspect.

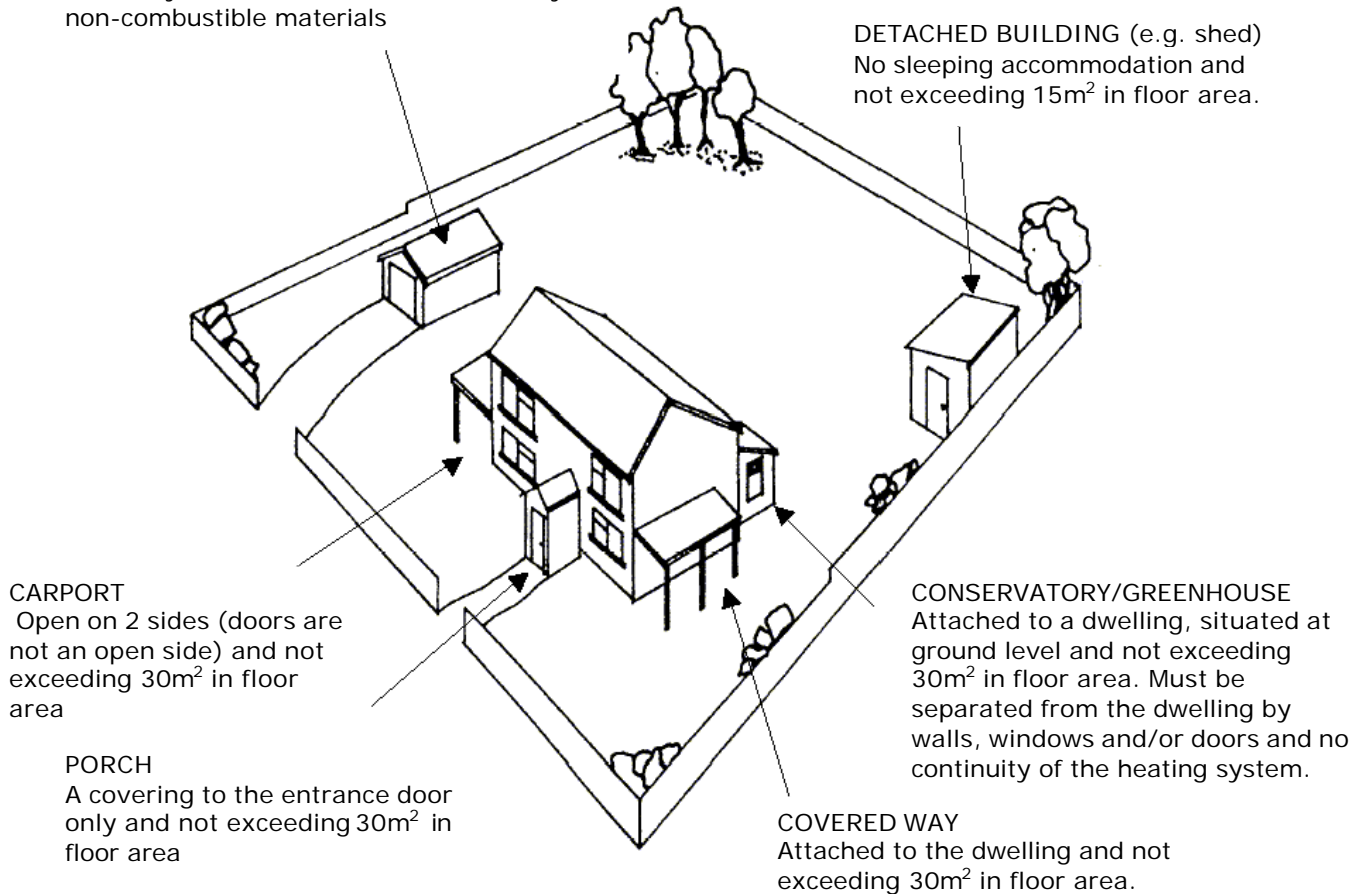
EXEMPTED BUILDINGS and EXTENSIONS

a) Buildings or extensions associated with a dwelling

SMALL DETACHED BUILDING (e.g. Garage)

- i) not exceeding 30m² in floor area **and**
- ii) either more than 1 metre from the boundary OR constructed of substantially non-combustible materials

DETACHED BUILDING (e.g. shed)
No sleeping accommodation and not exceeding 15m² in floor area.



b) Other buildings and extensions

There are other classes of exempt buildings:

- Buildings controlled by other legislation
- A detached building not frequented by people – for maintenance of fixed plant or machinery – and 1.5 times its height from its boundary or place where people have access
- Certain greenhouses and agricultural buildings
- Temporary buildings – on site less than 28 days
- Ancillary buildings – associated with building and engineering works