

BUILDING CONTROL SERVICE

The Building Regulations 2000
Guidance Note

Revised December 2008



Building Notices



THE BUILDING NOTICE PROCEDURE

WHAT IS A BUILDING NOTICE ?

A Building Notice is a simplified procedure for less complex projects where detailed plans have not been produced.

A Building Notice will specify the nature of the works and give the address of the property.

Detailed plans are not usually needed and consequently such plans as are submitted will not be "passed" by formal notification.

Without an approved plan to follow, the risk of unwittingly breaching a Building Regulations requirement is increased. The Building Notice procedure therefore relies on close co-operation between the builder/owner and the Building Control Service and each stage of the work must be agreed with our Surveyor before proceeding further.

WHEN CAN A BUILDING NOTICE BE USED ?

A Building Notice can be used for any building work carried out in connection with a domestic property. It cannot be used if the use of the building will be for non-domestic purposes, such as offices, shops, etc.

SUBMITTING A BUILDING NOTICE.

A Building Notice should be deposited at least 48 hours prior to the commencement of works. It must be accompanied by the necessary fee and a copy of a site/block plan to a minimum scale of 1:1250 if the work involves the erection or extension of a building.

INFORMATION TO BE SUBMITTED WITH YOUR BUILDING NOTICE.

When a Building Notice is given, compliance with requirements of the Building Regulations is achieved mainly by site inspections. However, this does not mean that the Building Control Surveyors are required to design the works in the absence of detailed working drawings. **The Building Control Surveyors will provide advice and guidance but responsibility for the design rests with the owner and builder.**

There will be occasions when drawings of the work are essential and the Building Control Surveyor may request these during construction. Structural calculations may also be needed.

WHEN CAN YOU START WORK ?

You may commence work after giving us 48 hours notice of your intention to start the work.

WHEN SHOULD INSPECTIONS BE REQUESTED ?

There is a statutory requirement for you or your representative to notify us when certain stages of work will be reached and you will need to ensure that these are made.

- 24 hours notification will be required for:
 - Excavation of foundations, prior to placing concrete,
 - Oversite, prior to placing concrete,
 - Damp proof course/ damp proof membrane,
 - Drains laid, prior to covering over.

- At least 5 days notice is required where drains have been covered; and for the completion of the works, or occupation of the building, whichever comes first.

- The Building Control Surveyor may also request that notification may be given at other stages of the works; for example, floor joists, roof structure prior to covering, etc.

Notification for commencement and completion/occupation will need to be made for every application but, depending on the nature of the works, not all of the other stages of work will apply in every instance. Failure to notify of relevant stages may result in the work being taken down as far as necessary in order to establish a compliance and may lead to a completion certificate not being issued.

WHAT HAPPENS WHEN THE PROJECT IS COMPLETED ?

As indicated overleaf you are required to notify us when work has been completed. This enables us to undertake a final inspection of the work and, if we are satisfied that compliance has been achieved, issue a completion certificate. Failure to notify will mean that the certificate, which is now requested by solicitors as part of the conveyancing process, will not be issued and may therefore prejudice any future sale of the property.

IF YOU HAVE ANY QUESTIONS.....

Please contact our Building Control Surveyors if you require any more information or technical advice. If you have specific queries regarding the Building Regulation Application Charges please contact 01263 516023

NORTH NORFOLK DISTRICT COUNCIL

BUILDING CONTROL TEAM

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All surveyors can be contacted by mobile telephone

FOR QUERIES CONCERNING
BUILDING REGULATION CHARGES
CONTACT NICHOLA RANSOME (01263) 516023

Building Control Surveyors are available Monday to Friday between 8.30 and 10.30 am or at other times by prior appointment. All inspections requested before 10.30 am will be carried out the same day.

The Building Control Team is committed to maintaining standards in building based on a professional and publicly accountable service. We have a wealth of local knowledge, experience and, being on the spot, can respond quickly to your needs.

If you would like this information in large print, audio, Braille, alternative format or in a different language please contact Nichola Ransome on 01263 516023, or fax 01263 516348, minicom 01263 516005 e-mail nicky.ransome@north-norfolk.gov.uk and we will do our best to help

