West Lindsey District Council

Building Control

A Guide to the Building Regulation Process

If you would like a copy of this leaflet in large, clear print, audio, braille or in another language, please telephone

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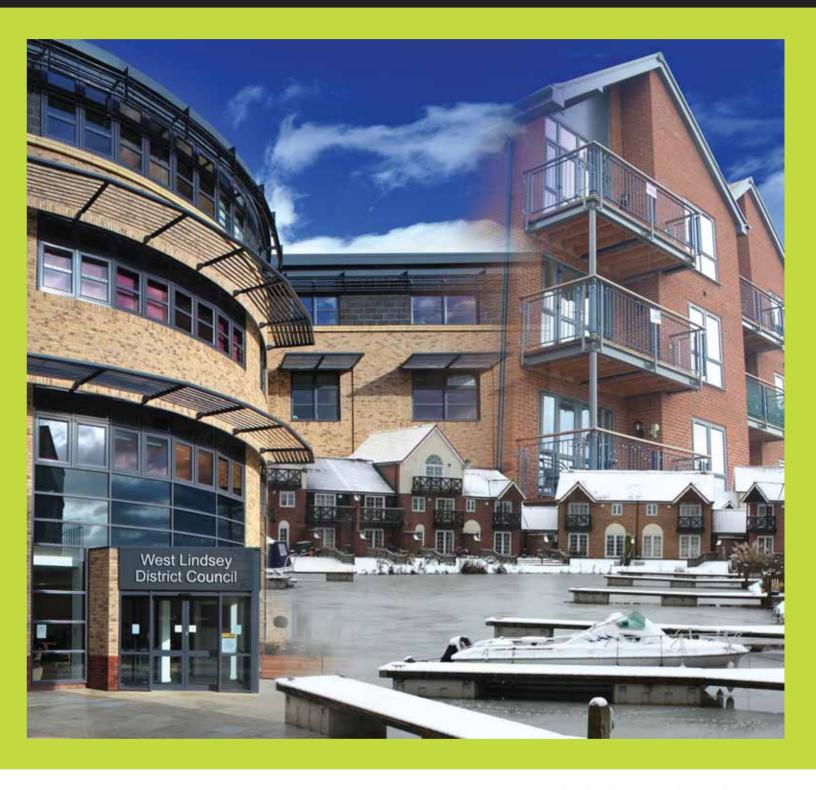
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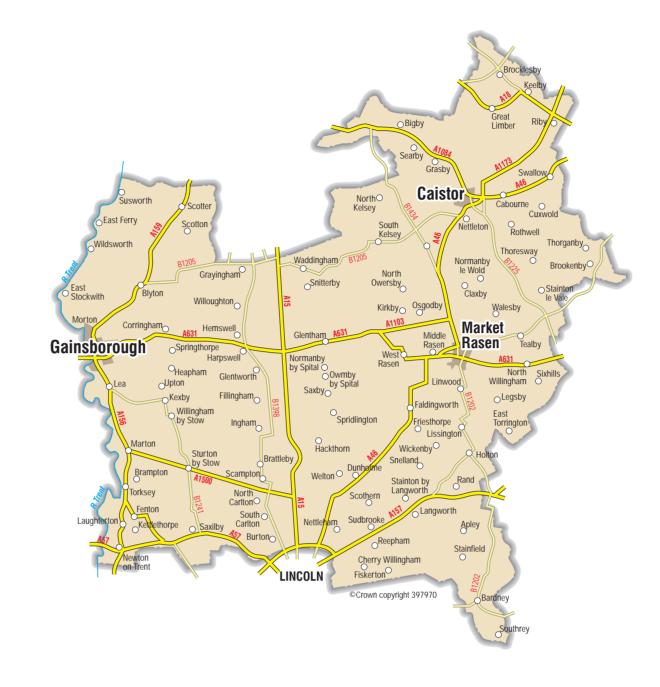




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- Seminars and training for architects and developers
- Regular newsletters, guidance and performance indicator results constantly updated on our website www.west-lindsey.gov.uk

For more information on our services please telephone us on 01427 676672



West Lindsey Facts and Figures

West Lindsey covers an area of 447 square miles and is predominately rural, providing an attractive setting for its three market towns of Caistor, Gainsborough and Market Rasen.

Based on mid 2010 estimates, West Lindsey has a population of 89,400 which is likely to increase by 30% by 2029. (Office for National Statistics Mid-2011 Population Estimates)

The number of households in West Lindsey is approximately 40,000



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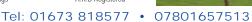
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Introduction

If you are reading this booklet then you are probably considering undertaking some building work. It is quite likely that you will need to seek Building Control approval and it is hoped this booklet will help to guide you.

Whilst not totally comprehensive, it addresses some of the major issues as well as indicating contacts for further information.

The Building Control Service operates from Gainsborough town centre but covers the work throughout West Lindsey.

If you are unable to find the information to answer your Building Regulation queries in this booklet please contact us either by post, fax, email, or telephone and we will endeavour to provide you with the appropriate advice.

Post: Building Control

West Lindsey District Council

Guildhall

Marshall's Yard Gainsborough

Lincolnshire DN21 2NA

Opening hours are:

Monday 08:30 - 17.00 Tuesday 08:30 - 17:00 Wednesday 08:30 - 17:00

(appointment required between 15:30–17:00)

Thursday 08:30 – 17:00 Friday 08:30 – 16:30

Tel: 01427 676672

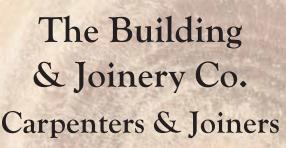
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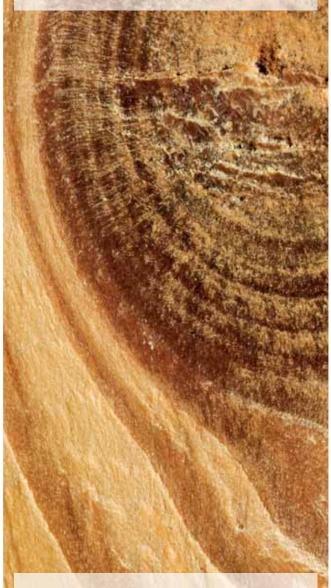
Email: building.control@west-lindsey.gov.uk

Website: www.west-lindsey.gov.uk

You are also advised to check whether any of the work you are contemplating requires approval under other legislation e.g. Planning Permission.

Planning can be contacted by email at: Planning.Customer.Care@west-lindsey.gov.uk





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What Building Control is Responsible For

Building Control will:

- Provide a checking service to help achieve compliance standards.
- Support and advise customers on how to end up with the result they want, but will not be a substitute for professional design and construction advice.
- Help with aspects of quality (workmanship and materials) where they affect compliance with building standards, but not where they do not affect compliance.
- Ensure that all building standards which are set in the interests of the wider public good have been complied with at completion.

Building Control will not:

- Be responsible for compliance that is the duty of the person carrying out the work. If work is found not to comply with building standards, the person responsible could be prosecuted and the owner of the building may be required to put the work right.
- Manage every stage of the construction process on site – that is a matter for the contracts and arrangements between the client and builder.
- Address issues such as the finish and aesthetics of the final project where these are relevant to compliance with building standards – these are a matter for designers, developers, builders and to some extent, new home warranty providers.
- Deal with contractual problems between client and builder – this is a matter of contract law.



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Free LABC Partner Authority Scheme.
This allows us to provide customers with plans approval on projects across England and Wales. It is free and improves consistency of advice and project management.

Account management. Customers can opt to have a named person provided as their contact for all projects.

Project management. Where customers opt for an "account managed" approach, we can provide regular feedback on progress.

Pre-submission advice. Before applications are formally deposited with us, we will attend meetings or give advice to streamline the process.

Troubleshooting. We work with customers to provide feedback and deal with unexpected issues.

Large project development team co-ordination. For major or complex projects, we can provide a "development team approach" to include Planning, Environmental Health and the Fire Service.

Technical opinions. On complex or innovative designs, we offer technical consulting through the LABC network.

Planned inspection regimes. We work with customers to agree a regime of critical inspections. This is application specific.

Training and professional development. We provide customers with regular newsletters and free training opportunities on a variety of issues including updates on changes to the Building Regulations.

Health and Safety. Whilst Health and Safety is not a function of Building Control, we will liaise with all parties to ensure that potential risks are recognised and assessed for action. Our officers have passed current Construction Skills Certification Scheme tests.



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What is Building Control?

Building Control is the system of ensuring that Building work complies with a set of minimum Standards called Building Regulations. These Building Regulations are in place to ensure adequate health, safety and welfare provisions in and around buildings together with a commitment to sustainability. This is in line with the Government priority of all new dwellings achieving zero carbon status by 2016 and all new non dwellings achieving zero carbon by 2019.

However, as already stated these are minimum standards and not a control of quality. To ensure this is attained you will need to make your own separate supervisory arrangements.

When will you need to apply?

A Building Regulation application is required when you are carrying out building work. Building work is defined in Regulation 3 of the Building Regulations and means that the following types of project amount to "building work".

- The erection or extension of a building.
- The installation or extension of a service or fitting which is controlled by the regulations.
- An alteration project involving work which will temporarily or permanently affect the ongoing compliance of the building, service or fitting, with the requirements relating to structure, fire or access to and use of buildings.
- Work relating to a material change of use.
- The underpinning of the foundations of a building.

The Building Regulations do not cover maintenance and repair work, although it should be noted that certain items, which may be considered repair and maintenance, are not in fact exempt. These are items such as the replacement of a roof covering, with the result of making it heavier or lighter than before.

Please check before carrying out any work as it is easier and cheaper than having to make regularisation applications and alterations after the event.



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How do I apply?

A valid application must be received before any building work can start. Failure to do this may leave you vulnerable to legal proceedings.

There are generally two methods of applying:

- Building Notice Application (limited use).
- Full Plans Application.

Building Notice

A Building Notice can only be used for minor domestic work. As part of the submission a block plan to a scale of at least 1:1250 and details of any proposed drainage are required.

Other plans and details may be requested at any time in order to determine compliance with the Building Regulations. No approval of plans is given with a Building Notice.

Full Plans

A Full Plans application requires the submission of detailed constructional plans. When checked, any amendments required are sent to the agent/applicant for action. Once the plans comply, an approval notice and stamped approved drawings are sent. This has the benefit of being able to work to the approved drawings. The approvals are valid for a period of three years from the date of deposit of the application.

Regularisation Application

Where works have been undertaken without Building Regulations approval it is possible to address the situation by making a Regularisation application, contact the office for further details.

Fees for Building Regulations work

Fees are payable to cover the costs of delivering the Building Control service. Details of these charges are available on our website at www.west-lindsey.gov.uk or by telephoning us on 01427 676672. As previously mentioned, whichever system you use, the total costs are the same.

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Exempt Buildings and Extensions

Not all buildings and extensions require a Building Regulation application. Outlined below is the basic information on exemptions, although there can be other issues involving exemption. Therefore, it would be advisable in all cases to seek guidance.

Exemptions

- A detached single storey building having an internal floor area which does not exceed 30m², which contains no sleeping accommodation and is a building:
 - a) no point of which is less than 1m from any boundary; or
 - b) which is constructed substantially of non-combustible material.
- A detached building having an internal floor area which does not exceed 15m² and which contains no sleeping accommodation.
- 3. The extension of an existing building by the addition at ground level of:
 - a) a conservatory, porch, covered yard or covered way; or
 - b) a car port open on at least two sides where the floor area of that extension does not exceed 30m².

N.B.

- Part P Electrical Safety may apply to installations in otherwise exempt buildings and extensions. Please contact Building Control for clarifications.
- Glazing to conservatories and porches must meet the requirements of Part N – Safety Glazing.

Site Inspections

Inspections will be undertaken on all applications. These will be specific to each application and you will be notified following submission of the requirements for your project.

The responsibility for notifying Building Control of the inspections rests with the owner, although this could be delegated to the builder. Failure to notify Building Control could result in enforcement action. We guarantee to provide same day inspection service provided we are contacted before 10.00 am. Please ring 01427 676672 or email building.control@west-lindsey.gov.uk to request an inspection.



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Completion Certificates

These are now important documents and property sales can be held up or lost if they are not obtained. If all inspections required have been carried out, any relevant certificates and documentation provided, and all the work on site complies with the regulations then a completion certificate will always be issued.

Dangerous Structures

Building Control monitors and controls all reported dangerous structures, ensuring they present no threat to people's safety. This is a continuous 24 hour service. We will make an assessment and this may require the owner to have the building made safe.

Where necessary, we may exercise emergency powers to remove the danger, whereby the owner is still liable for any costs incurred.

To report a dangerous structure telephone 01427 676672 during office hours, or 01427 613960 outside of these times.

Demolitions

Building Control has a responsibility to ensure that buildings are demolished in an appropriate manor to secure the safety of the public. Owners are required under the Building Act 1984 to submit a notice requesting permission for demolition.

This should also include a block plan and method statement.



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Frequently Asked Questions

Is planning permission the same as Building Regulations?

No. They are separate requirements and you might need to apply for both or just one type of approval. Ensure you check before commencing work.

How do I choose a builder?

We provide a guidance sheet to help you through the process. This can be downloaded from our website.

Do I need Building Regulations to install replacement windows in my house?

Yes, unless your window installer is registered with FENSA.

Do I need approval to convert my garage into a room?

Yes, even if it's only a hobbies or games room.

When can I start work?

You can start work two working days after submitting a Building Notice or when you have received Full Plans approval. If you wish to commence work after submission, but before approval is given, you must agree to the work being undertaken at your own risk.

I have been advised to obtain a Radon report. Where can I get one?

A report can be obtained from:

British Geological Survey Kingsley Dunham Centre Keyworth, Nottingham NG12 5GG

Tel: 0115 936 3100 Fax: 0115 936 3200

Radon is a naturally occurring radioactive gas. It is colourless, odourless and tasteless and can only be detected by its radiation signature. Build up of the gas in a property can be harmful to the health of the occupants, so it is advisable to provide precautions if it is proven as present in the location you are building.



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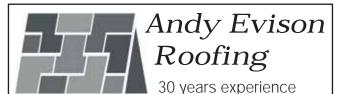


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