

	Building Control Householder Guidance Leaflet No. 1 <i>Building Regulations Applications: Full Plans & Building Notices</i>	This leaflet is one of a series produced by the Hertfordshire Building Control Technical Forum
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Introduction

If you are intending to carry out building works you must submit an application to Building Control. Your application may be in the form of **Full Plans** or **Building Notice**. Many authorities are able to accept online submissions. Please contact your local authority Building Control for further information. You may also require Planning Permission. Please contact the Development Control section if in doubt.

Work on site must not start until at least two working days after depositing an acceptable application with Building Control and you should give notice of commencement (preferably in writing either by e mail, fax, post) providing your builders details and contact numbers. Applications expire after 3 years if work has not started. There are three types of applications; Full Plans, Building Notice and Regularisation. See leaflet 5 for further guidance on regularisation applications where the work has already been carried out.

Full Plans

A full plans application can be used for all types of building work. You must submit the following with your application:

- **Completed Full plans application form.**
- **Appropriate Plan fee;** see fee charges. The inspection fee is payable on commencement of work and you will be sent a separate invoice.
- **Site location plan;** Scale 1:1250.
- **Two copies of Elevations Sections and Plan view drawings;** scale 1:100 or 1:50.
- **Specification;** for the materials and construction proposed to be used in the foundations, walls, floors, roof, drainage etc.
- **Calculations;** to justify structural members, thermal performance of the building or other requirements of the regulations.
- If the work to a building is designated under the Regulatory Reform (Fire Safety) Order 2005, a further two sets of plans detailing fire safety measures that are to be taken. Premises that are not currently designated are single private dwellings, however any areas within domestic premises that are used in common by the occupants of more than one dwelling are designated.

Once your application has been received, it is registered and an acknowledgement letter sent to applicant and agent.

The plans are checked for compliance with the Building Regulations and if there are any defects your agent will be notified. Once the plans comply with the Regulations we will approve your application.

If the defects are not resolved within 5 weeks, extendable to 2 months from deposit, the Council has no option but to reject the application.

Following rejection, amended plans may be submitted for approval at any time. No further charge is payable provided the work is substantially the same.

The council is required by law to use metric units as the prime units of measurement. Applicants are asked to use metric measurements so as to avoid conversion errors.

Building Notice

A Building Notice application can be used for single private dwellings that are not designated under the Regulatory Reform (Fire Safety) Order 2005. If you are **building over or within 3 m of a public sewer** or the property is fronting a private road a Full plans application is always required.

Unlike the Full Plans process, detailed drawings are not always required. However, you must submit the following with your application:

- **Completed Building Notice form.**
- **Building Notice fee;** see fee charges.

- **Site location plan;** minimum scale 1:1250 showing the position of your property in relation to other buildings, the street and boundaries. A plan may be purchased from an Ordnance Survey agent who may be found in the yellow pages or in some cases from the Council. Ask for an Ordnance survey extract showing your property:
- **Additional information;** on submission of your Building Notice application, drawings and calculations may be requested to ensure compliance with the Building Regulations. This will depend on the complexity of the proposed work.

Once your application has been received, if acceptable, it is registered and an acknowledgement letter sent to the applicant/agent.

Advantages & disadvantages

Full Plans:

- Plans are checked and approved if suitable and an Approval Notice issued which can then be passed onto any future purchaser of the premises.
- Your builder works from approved plans.
- On completion of the work a completion certificate is issued provided all necessary inspections have been requested and carried out and no contraventions are outstanding.
- There may be a delay while detailed plans are prepared by your surveyor or architect, for which they will charge a fee. However, plans may already have been prepared for the planning application where necessary which may merely require the addition of technical details and sections.
- The Council must check your application within statutory time limits.

Building Notice:

- Generally only a site plan needs to be prepared, although sometimes detailed plans and calculations are required to support the application.
- All charges (plan and inspection) are paid on deposit of the application. These are **non-refundable**. (See your Local Authority fee charges)
- Plans are not checked for compliance with Building Regulations and no Approval Notice is issued. Without approved plans to work to, a clear knowledge of the requirements of the Building Regulations is essential. If on inspection the work is found not to comply, it will have to be altered, which may result in additional cost, before a Completion Certificate can be issued.

Implications of starting work without an application

- This is a contravention of the Building Regulations and a criminal offence.
- If work continues without an application, you are liable on summary conviction to a fine.
- Where work carried out does not comply with the Regulations, demolition or alteration works may be necessary.
- Any future sale of the property or arrangement of finance secured on the property may be delayed without the relevant certificates.

Site inspections (Relevant Stages)

Building Control should be notified at these stages and others on request:

- Commencement - (48hr notice)
- Foundation excavation
- Foundation concreted
- Damp proof course
- Oversite and damp proof membrane prior to backfilling
- Drains prior to back filling
- Drains test after backfilling
- Electrical installation first fix
- Floor & roof constructions
- Steel beams or structural members
- On occupation
- Final completion

If you fail to notify Building Control at relevant stages it may result in us asking for work to be exposed or being unable to issue a final certificate. This could lead to problems if the property is sold.