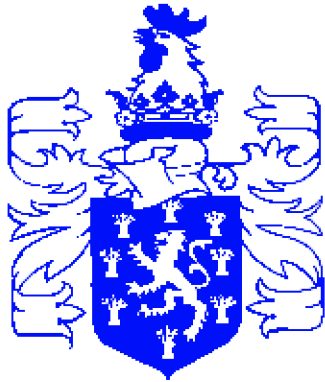


# **SOUTH NORTHAMPTONSHIRE COUNCIL**

## **BUILDING CONTROL**



## **DOMESTIC BUILDING REGULATION INFORMATION**

## **GUIDANCE NOTE 1**

## **DOMESTIC BUILDING REGULATION INFORMATION**

This guidance note is intended to help anyone intending to undertake domestic building work.

### **WHAT ARE BUILDING REGULATIONS ?**

Building Regulations set performance standards in the design and construction of buildings ensuring the health and safety of people in and around those buildings. They also include measures to conserve fuel and power, and to provide access for persons with disabilities.

### **WHEN IS A BUILDING REGULATION APPLICATION REQUIRED?**

When you intend to:

- Erect a building e.g. new dwelling
- Extend an existing building e.g. kitchen extension
- Make structural alterations to a building e.g. remove a load bearing wall
- Convert a loft e.g. make a new room in the roof space
- Install services and fittings e.g. install central heating
- Change of use of a building e.g. convert a house to flats
- Erect a large conservatory e.g. floor area greater than 30m<sup>2</sup>
- Conversion of an existing garage to a habitable room
- Window and /or door replacement (not repairs)
- There may be other instances- please check before starting any building work on your property
- The installation or alteration of electrical works not undertaken by a Registered Competent Part P Electrical Installer

Note: Notification is required before any relevant work commences on site.

### **WHO CAN MAKE THIS APPLICATION?**

You can make the application yourself or you may engage someone to do it for you. If an agent is employed all correspondence will be directed to him or her.

### **HOW IS AN APPLICATION MADE?**

There are two ways of making an application for proposed work:

- Making a **FULL PLANS** application, or
- Giving a **BUILDING NOTICE**

The following notes explain the main differences in the two methods.

#### **FULL PLANS METHOD**

- Complete relevant form
- Detailed plans of the project, location and site are required (two copies). The specification of the materials that will be used is also needed.
- In certain circumstances, e.g. when using steel beams to support floors etc., structural calculations may be required.
- The plans will be checked to ensure the proposal complies with the Building Regulations. If it does not then you/or your agent will be contacted about amending the plans.
- When the application complies with the Building Regulations you will, be sent an Approval Notice.
- Remember to inform your Building Control Service 48 hours before you start any work.
- The work on site will be inspected at various stages. But the builder will know that if he follows the approved plans the work will comply with the Building Regulations.

#### **BUILDING NOTICE METHOD**

- Complete relevant form
- No detailed plans are needed, apart from a location/site plan.
- More details can be requested if needed e.g structural calculations/certification for electrical works.
- A detailed check of the proposals is not carried out.
- You will be sent a letter stating your Building Notice has been accepted.
- As with full plans, you will need to inform your Building Control officer 48 hours before you start any work.
- The work will be inspected as with the full plans method, however your builder has no approved plans to work to. If any work does not comply with the Building Regulations it will be necessary to change it or even take it down and do it again.

- Building Notices are well suited to simple jobs such as installing a new bathroom or central heating system. They should be used with care for more complex projects, such as rooms in the roof.

#### **IS A FEE PAYABLE?**

The total fees are the same for each method.

With full plans, part of the fee is paid when the application is made. The remaining fee will be invoiced after the first inspection. With a building notice, the whole fee is paid when the application is made.

Issued by Building Control  
SOUTH NORTHAMPTONSHIRE COUNCIL,  
SPRINGFIELDS TOWCESTER NN12 6AE

Building Control 01327 322240

Fax 01327 322270

email [building.control@southnorthants.gov.uk](mailto:building.control@southnorthants.gov.uk)