

# Applying for Building Regulations Consent



Building Notice - A single fee is payable upon submission of the notice. This fee is equivalent to the combined plan and inspection fees for the full plans option.

A fee list is available upon request OR can be downloaded on the Building Control Section of the website [www.cravenc.gov.uk](http://www.cravenc.gov.uk)

## STARTING WORK

Building work must be inspected during its progress and sufficient notice must be given to enable the Building Control Section to arrange site visits. This applies to work sanctioned under both the Full Plans and Building Notice procedures. You must contact the Building Control Officer before you start work, preferably two days prior to commencement.

## COMPLETION OF WORK

When works are complete (excluding decorating and furnishing) you must arrange for a completion inspection by your Building Control Surveyor within 5 days of completion.

## COMPLETION CERTIFICATES

These are issued providing that: -

- each stage of inspection has been notified, and,
- the completed work is in accordance with the Approved plans and complies with current Building Regulations.
- all appropriate installers certificates and energy performance certificates have been issued to the Local Authority.

Then the Building Control Surveyor will issue a Completion Certificate. This is your assurance that the work complies with the Building Regulations.

Once issued it is advisable to keep the Certificate in a safe place as this may be requested in the event of a house sale or re-mortgage. Copies may be provided by the Council but there may be a charge.

## How to Contact Us

### By PHONE

General Number 01756 706469

### By E-MAIL

[BuildingControl@cravenc.gov.uk](mailto:BuildingControl@cravenc.gov.uk)

### By FAX

01756 700658

### In WRITING

to Building Control,  
Planning & Building Control Services,  
Craven District Council,  
Council Offices,  
Granville Street, Skipton,  
North Yorkshire, BD23 1PS

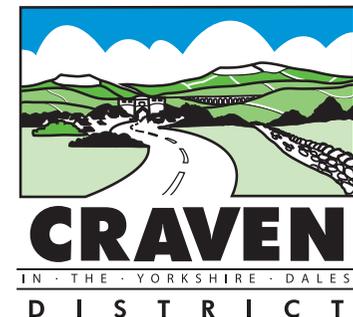
### In PERSON

at the Council Offices, Granville Street,  
Skipton, North Yorkshire, BD23 1PS

**For more information about Building Regulations, download application forms or access our online application service please visit our website**

[www.cravenc.gov.uk](http://www.cravenc.gov.uk)

AUGUST 2007



**As you may be intending to undertake building work we hope the following information will be of some assistance to you.**

## OUR ROLE

For most building work a Building Regulation application is required. The purpose of building control is to secure, through The Regulations, the health, safety, welfare and convenience of all users of buildings, whether at home work or leisure. The Regulations are also intended to ensure the conservation of fuel and power.

New building works, with limited exceptions, must meet the minimum standard set out in the Building Regulations. Building Control Surveyors check that the work meets the standards, from commencement to completion.

In addition to the building control function the department undertakes other duties, including the control of dangerous structures, demolitions and the promotion of provision of access and facilities for disabled.

Your proposals may also require [planning permission](#) and if you have not already done so, you should make enquiries with Craven District Council's Planning Service, or the Yorkshire Dales National Park Authority.

## WHAT IS BUILDING WORK?

Building work is:

- the erection or extension of a building
- alterations to existing buildings
- work involving the underpinning of a building
- the insertion of insulating material into the cavity wall of a building
- the material alteration of a building or controlled service or fitting, including electrical safety
- change of use of an existing building

- Alterations and repairs to the thermal elements of a building such as replacement windows or re-slating.

If you are not sure if proposed work requires Building Regulation Approval, please contact us.

## MAKING AN APPLICATION

There are two options through the Council when you choose to carry out work to which the Building Regulations apply.

### 1. FULL PLANS PROCEDURE

This is the route which most people choose as this may alleviate any problems during house sales or for mortgage purposes.

#### Submission process

Complete the application forms in duplicate and include at least two copies of: -

- All detailed plans, sections and elevations, incorporating all necessary technical notes, supporting calculations and specifications.
- Site location plan with the application site clearly outlined in red.
- Where appropriate a scaled site layout plan.
- The appropriate fee.
- Where appropriate a written builders estimate based on professional costings (see current fee schedules)

An additional two copies of the plans are normally required if the application is for the following types of building: - Offices, Shops, Factories, Hotels and Boarding Houses, Flats.

When these details are deposited they are checked by the Building Control Surveyor, any queries are conveyed to you or your agent and when these are resolved an approval is issued. Applications will be processed as quickly as possible, but during busy periods, this may take up to 5 weeks, (or 2 months by agreement).

## 2. BUILDING NOTICE PROCEDURE

(It is advisable to check with the Building Control Section to make sure that a Building Notice is acceptable for your intended works)

Under this option, no formal approval is given on a 'Building Notice' therefore you do not have the same protection afforded by approval of detailed building plans as you would have under the 'Full Plans' procedure.

This is a simpler approach particularly suitable for smaller projects such as bathroom installations, minor structural alterations and repairs. Under this option the Council can ask for further information on the construction at any time.

This option can be only be used for domestic work. All work to other buildings requires the full plans option. You may commence work 48 hours after depositing a valid building notice.

#### Submission process

Complete the Building Notice form and include the following: -

- Site location plan with the application site clearly outlined in red.
- The appropriate fee and where appropriate a written builders estimate based on professional costings (see current fee schedules)

#### Fees

Building Regulation work is subject to fees. The amount will depend upon the type and extent of the proposed work.

Full Plans Option - A fee is payable when the application is submitted and a further fee may be payable after the first inspection of the works on site.