

Making a Building Control application

Why are the Building Regulations and Building Control necessary?

The Building Regulations are necessary to ensure that an acceptable standard of construction is achieved to protect the health and safety of people in and around buildings, promote universal access to buildings, improve energy conservation and provide information essential to the property conveyancing.

When will you need to make a Building Control application?

Building Regulations apply to most 'building work'. This requires you to make an application before proceeding with the work. Building Control applications must be submitted to Building Control Services. Applications are required for new build, property extensions and also work of a minor nature; particularly, installing fittings, new heating appliances and systems, altering a building's structure, changing the use of a building or building work affecting fire safety. In some instances, repair work to buildings will also require a Building Control application. Some work is exempt from Building Regulations but may require approval under other legislation, such as an application to the Planning Service.

The best way to check that you are doing the right thing is to contact Building Control Services before starting your project. Getting good advice from the beginning will help you avoid problems later.

Examples of work that requires an application:

- **New Building**
 - Dwellings
 - Detached garages (over 30m² floor area)
- **Structural Alterations**
 - Removal of walls
 - Patio door installation
 - Roofspace conversions
 - Extensions
 - Attached garages
- **Changing a building's use**
 - Apartment conversion
- **Installation of works and fittings**
 - Drainage alterations
 - Central heating alterations and installations
 - Mains powered smoke detectors
 - Pressurised domestic hot water systems
- **Thermal Alterations**
 - Cavity wall insulation
 - Renovation of thermal elements

How do I make an application?

You can contact Building Control Services to receive advice on the appropriate application form and to discuss your project. The application forms are:

- Full Plans Application
- Building Notice Application
- Regularisation Application

Applications may be made on-line. Please contact Building Control Services to register your interest.

● Full Plans Application

The Full Plans application is required in order to obtain 'Notice of Passing of Plans' for the design shown on drawings. These may be for the:

- Erection of a building
- Extension of an existing building e.g. kitchen extension
- Converting a loft e.g. extra bedroom
- Change of a building's use e.g. existing garage to 'granny flat'
- Installation or alteration of services and fittings e.g. central heating appliance or replacement central heating systems

You can submit an application yourself or appoint someone to do it for you. Agents, such as Architects or Chartered Surveyors can handle all correspondence for you. Any Building Control application must include the postal address of the property where the work is to be carried out, a description of the work and/or the use of the building, together with the appropriate fee.

● Building Notice Application

The Building Notice application allows work to be carried out without the submission of full plans, however in certain situations plans may be requested. This type of application can be used in the following instances:

- The erection of houses, maisonettes or flats
- Extensions or structural alterations
- Provision of services or installation of fittings
- Changing the use of a building for domestic purposes

The Building Notice procedure may only be used for domestic proposals and the application form requires the following information:

- A description of the work and its location
- Intended use of the building
- Means of drainage
- Materials to be used
- The size of the building and proximity to other buildings and boundaries

Other information may also be required such as:

- Structural calculations
- Thermal performance specification, such as CO₂ emissions and SAP calculations

If you require any further advice please contact...

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