

What inspections do I need to request?

If you propose to carry out works either by Full Plans application or Building Notice application, you are required by the Building Regulations (Northern Ireland) 2000, Regulation A11 to inform the Council of commencement and completion of certain stages of the works. A list of these stages are listed below. These are called 'statutory inspections'.

- Notice of commencement
- Foundation excavation
- Placing of hardcore before covering
- Placing of damp proof courses
- Placing of drains before covering
- Occupation of the building
- Completion of the works

When requesting an inspection, sufficient notice must be given to allow Building Control Services to inspect the works.

Building Control Services will seek to carry out all requested inspections during the same working day, if the request is made before 10.00am on that day. Working days are currently Monday to Friday (excluding public holidays).

In line with our service level commitment, Building Control Services will also seek to carry out inspections at key stages as the work progresses. This will help to ensure the work is carried out in compliance with the requirements of the Building Regulations.

During their initial and subsequent site visits, Building Control Surveyors will identify the further stages of work requiring inspection. It is important to keep in contact with the Surveyor who is dealing with your application during the progress of the work so they can advise on building regulatory matters. This may avoid contraventions of the Regulations on site and will be of particular value if works are being carried out under:

- Building Notice, or
- Full Plans application
 - where works are not yet approved, or
 - differ from approved plans

How do I request an inspection?

There are several ways in which inspections can be requested from Building Control Services. Details of telephone, fax and helpline numbers are shown below, along with E-mail and website addresses.

Required information

When requesting an inspection, please provide the following relevant information. This will assist in processing your request:

- Plan reference number (e.g. FP/2007/123)
- The address of the works
- Site number (if multi-site application)
- Details of inspection required
- Contact telephone number of a person responsible for the works

If you require any further advice please contact...

Building Control Services
2nd Floor
Lisburn City Council
Island Civic Centre
The Island
Lisburn BT27 4RL

Office hours: Mon-Fri 9.00am to 5.00pm
Technical Helpline: 028 9250 9372
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F. 028 9250 9375
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