



An application for Building Regulation approval must be made before carrying out building work as defined in the Building Regulations

Applying for Building Regulations Approval

These notes are intended for occasional or first time users of the Service. They are not comprehensive but should help in guiding you through the necessary stages.

They will explain the different Building Regulation application procedures, and also list the information you need to submit, and what you need to do to receive a Completion Certificate.

If you need further help or advice about the Service, please telephone our helpline on (01484) 221550. If you think you may need planning permission then check with the Planning Services on (01484) 221000.

Do I Need to Apply?

Generally speaking the Building Regulations apply if you intend to:

- ◆ erect or extend a building
- ◆ make a material alteration to a building (including structural openings, underpinning etc.)
- ◆ provide, extend or alter a controlled service or fitting (such as drainage, sanitary accommodation or heating appliance)
- ◆ make a material change of use of the building e.g. converting a house to flats

Several types of building work are exempt from control under the regulation;

- ◆ certain buildings not frequented by people
- ◆ certain greenhouses and agricultural buildings
- ◆ temporary (less than 28 days) buildings
- ◆ mobile homes and some ancillary buildings
- ◆ certain small detached buildings, with a floor area less than 30m² and containing no sleeping accommodation
- ◆ all small detached buildings with a floor area less than 15m², and containing no sleeping accommodation
- ◆ conservatories, porches (and car ports open on at least two sides) where the floor area is less than 30m²

Do not rely on these brief descriptions before starting work, please contact Building Control (01484) 221550 for specific details of what work is exempt.

The Route to Approval

If your building work requires Building Regulation consent, there are two application procedures to choose from, they are the full plans and building notice procedure.

FULL PLANS PROCEDURE

Initially plans of the work are checked before work starts. A Building Control Surveyor will examine the plans in detail and liaise with you or your agent to sort out any potential problems and advise on the most economical and efficient way to comply with the regulations. If once approved, you wish to make changes then amended plans may be required. Check with the Building Control Surveyor at that time.

Where the construction, extension or underpinning of a building is proposed over or within 3 (three) metres of an existing public sewer or disposal main, you are strongly advised to contact Yorkshire Water, Development Team - Planning, Knostrop WWTW, Knowsthorpe Lane, Leeds, LS9 0PJ, Tel: 0113 235 4251, Fax: 01274 372 834, or email: Sewerage.Planning@yorkshirewater.co.uk **BEFORE** submission of a Full Plans Application. The consultation period with Yorkshire Water takes approximately 15 days, therefore, early discussions will avoid any delays in the approval of the application.

BUILDING NOTICE PROCEDURE

You may start work 48 hours after you have submitted a Building Notice. A Building Notice cannot be given if building work involves a workplace under the Fire Precautions (Workplace) Regulations 1992 or a building which has a designated use i.e. a shop, office, factory, hotel, boarding house, any other case where a Fire Certificate is needed. The Building Notice procedure is most appropriate for smaller projects.

A Building Notice cannot be used where you intend to build over or in close proximity to a public sewer.

Information that you need to submit to us

If Making a Full Plans Application you will need to submit;

Two completed application forms (SF001).

Two sets of drawings of the proposed work (*), giving details of construction and materials, drawn to a suitable scale.

Two copies of a site location plan (or extracts) from a site location plan at a scale of not less than 1:1250 and indicating the site boundaries and nearest road junctions.

The appropriate plan charge, cheques made payable to; Kirklees Metropolitan Council. Details of charges are contained in the Building Control Charges Guidance Notes (BC02).

Where the construction, extension or underpinning of a building is proposed over or within 3 metres of a public sewer or disposal main, details of any Yorkshire Water consultation results.

(*) An additional two sets of drawings if the work is either for a designated use building (i.e. either a shop, hotel, factory or office) or to a workplace.

If Making a Building Notice Application you will need to submit;

Two completed application forms (SF002), giving a clear description of the work.

A block plan at a scale not less than 1:1250 showing:

- a) Size and position of the building (or extension) and its relationship to any other building within the site boundary, stating the use of these other buildings.
- b) Adjacent street positions and widths if possible.

State the number of storeys in the building(s) or proposed building(s).

Details of drainage.

Details of entrances and exits.

Details if you have to build over or alter a public sewer.

The appropriate building notice charge, cheques made payable to; Kirklees Metropolitan Council. Details of charges are contained in the Building Control Charges Guidance Notes (BC02).

Starting Work

There are certain stages throughout the building process when you will need Building Control to carry out inspections. You will need to inform us when you reach these stages. Check the stages we need to inspect with the Building Control Surveyor when you start work. This is applicable to both Full Plans and Building Notice procedures.

Finishing Work

If all the necessary inspections have been done, and the work has been completed satisfactorily, Building Control will issue a Certificate of Completion. This certificate is considered a valuable document, particularly when it comes to selling a property. It will inform the Solicitor of the prospective buyer that the work in question complies with the Building Regulations. It may also be required as a condition of insurance cover or mortgage provision.

Planning Permission

Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Act. You can obtain guidance on Planning by telephoning (01484) 221000.