

Notice to all Domestic Applicants Building Regulation Approval

We thank you for your custom and will be acting on your behalf ensuring that all relevant stages of the proposed building works comply with Building Regulations. The Local Authority Building Control Department have no involvement in these procedures and we have informed them of this fact.

Please be aware that our role is to ensure compliance with the Building Regulations. Quality control of the work is a matter between yourself and the contractor carrying out the works.

The site inspector will not comment on the quality of the work, i.e. finishes or design.

Please ensure that the builder informs us when work is to commence on site. It is the client and builders responsibility to request inspections at the appropriate stages, including completion.

Building Control Services on new dwellings or conversions of existing properties to residential dwellings can be undertaken only if the property is *not* to be sold on completion (*is* for owner occupation). If the property is to be sold a warranty will have to be provided (eg BLP, Premier, NHBC).

FEES

When you intend to alter your dwelling by way of extensions, dormers or simple internal alterations, or build a new dwelling, several fees may apply:-

Architects Fees – These are paid directly to the person who draws the plans for the alterations. They may include site supervision as well as drawing up the plans and specifications within their service.

Planning Fees – Planning is part of the Local Authority system and decides if the alterations are in keeping with local area plans. You are responsible for ensuring compliance with these procedures, and further advice can be obtained either from us or the Architect. These fees are paid directly to the Council in your area.

Building Control Fees – These are paid to ourselves on submission of application and cover:

- *Plans Approval.* If full plans are submitted with your application and you request plans approval, we will check the Architects plans to ensure they do not show any contraventions of Building Regulations.
- *Site Inspections.* Inspections of the progressing works carried out to ensure compliance with Building Regulations. The fees paid on application cover all necessary inspections, regardless of how many are required.

Party Wall Act Fees - Your alterations may affect your neighbour's property and this Act ensures that the neighbours involved come together and work towards common agreement. Separate fees will have to be paid to a Party Wall Surveyor should this work need to be carried out.

New Regulations

From time to time new regulations come into force. Currently, before we can issue a Completion Certificate under the Building Regulations, we must receive an ELECTRICAL INSTALLATION CERTIFICATE from a suitably qualified electrician. Please talk to your Architect and / or electrical contractor for more information.

Energy Performance Certificates: Please refer to: www.direct.gov.uk and www.communities.gov.uk (search – energy performance certificates), for information on EPC's

Sewers

You are advised not to commence work until Total Building Control Ltd has confirmed the location of any public sewers in relation to your new build. There are strict rules in relation to building over or next to public sewers, which may require special agreements from the sewerage undertaker. We will contact you within 10 days following submission of your application if there are any sewer issues.

Completion

When work has been completed to our satisfaction in accordance with building regulations you will receive a BUILDING REGULATIONS COMPLETION CERTIFICATE. This Certificate needs to be retained with the deeds of the house and any house inspection buyers report as it will be required when you sell the house.

Complaints Procedure

We endeavor to provide a quality service, however, should you have any concerns, please ask to see our complaints procedure which outlines how we will deal with your queries.



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