

Building Regulations Guidance Notes

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1. General Notes

1.1 Before you undertake any work, you, or your agent (ie builder, architect etc) must advise the Local Authority either by submitting Full Plans for approval or through a Building Notice. A person must submit Full Plans and may not use the Building Notice option where the work relates to a building put to or intended to be put to a designated use under the Fire Precautions Act 1971. Premises currently designated are:-

premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972;

premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989;

non-domestic premises defined as a 'workplace' within the Fire Precautions (workplace) Regulations 1997.

1.2 The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

1.3 One copy only of this notice should be completed and submitted.

1.4 Persons carrying out building work must give written notice of commencement of the work at least 48 hours beforehand.

1.5 Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, Babbie the agents for Welsh Water will be consulted and their recommendations forwarded to you.

1.6 Persons proposing to carry out building work or make a material change or use of a building are reminded that permission may also be required under the Town and Country Planning Acts.

1.7 Further information and advice concerning the Building Regulations and Planning matters may be obtained from the Planning Department at the address above.

1.8 These notes are for general guidance only. Particulars regarding the submission of a Building Notice or a Full Plans Application are contained in Regulations 12 and 13 respectively of the Building Regulations 2000 (as amended) and, in respect of charges, The Building (Local Authority Charges) Regulations 1998, and within the Council's scheme of charges.

1.8 Electrical Safety: A competent person is a person registered with an approved body for the purposes of carrying out electrical works within dwellings. He can only certify that his work has been carried out in accordance with Building Regulations and not that of other persons registered or not. The Authority will have to check and test any systems not installed by competent persons as defined for which a further charge will be payable.

Bodies approved for this purpose include:

BRE certification Tel; 01923 664100

British Standards Institution Tel; 020 8996 9001

Zurich Certification Tel; 01221 456 1311

Elecsa Ltd Tel; 0870 749 0080

NICEIC Certification Services Tel; 0800 013 0900

2. Full Plans

2.1 This notice when submitted must be accompanied with plans and particulars in duplicate. Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans which demonstrate compliance with those requirements should be deposited.

2.2 If your answer to question 4(b) is yes, the signing of this form will be deemed to be your written agreement as required by Section 16 of the Building Act 1984 which provides for the Passing of Plans Subject to Conditions. The Conditions may specify modifications to the deposited plans or that further plans, details or calculations shall be deposited.

- 2.3** A completion certificate is available following satisfactory completion of the building work. The certificate must be requested, in writing, before the commencement of any works. Your answer at 5(c) of the application form is adequate for this purpose.

3. Building Notice

- 3.1** Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by a block plan to a scale of not less than 1:1250 showing the following:

the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;

the boundaries of the curtilage of the building, or the building as extended, and size, position and use of every other building or proposed building within that curtilage;

the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;

the provision to be made for the drainage of the building or extension.

- 3.2** Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, Babbie the agents for Welsh Water will be consulted and their recommendations forwarded to you.

- 3.3** Under the Building Notice Procedure, a completion certificate may only be issued, after all notices of the relevant stages of the work have been given. The relevant stages of work include:

Commencement of work;

Drains before covering up;

Excavations for foundations;

Drains after covering up;

Foundations;

Construction before plastering or fixing of boards;

Damp proof course;

Occupation of building;

Materials laid oversite;

Completion of works.

- 3.4** This Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.