



## Local Authority Building Control

(LABC) is dedicated to maintaining the highest standards in building design and construction. It is based on a publicly accountable and independent service, ensuring that buildings comply with relevant legal requirements for health and safety.

We aim to assist you in producing high quality buildings in a time scale which keeps your costs to a minimum by providing a fast, efficient and cost effective building control service. Our surveyors have wide technical expertise, extensive knowledge of materials and construction methods as well as access to very valuable local records. Discussions at an early stage with our building control surveyors can help identify problems, provide cost saving innovative solutions whilst guaranteeing that confidentiality will always be maintained.

LABC Surveyors have established links with other local authority services. Development Teams with members from other services e.g. planning, building control, and highways for example, can usually be brought together to give a streamlined service with only one point of contact – most often a building control surveyor. The emphasis is on avoiding difficulties.

LABC has the experience and technical skill to ease you through the building process. With the assurance of the highest quality and standards you can trust, at a speed and cost to meet your schedule and budget.

For further details about LABC services and Value Added Products please contact your Local Authority

# Building Control in Herefordshire & Worcestershire

The authorities of Herefordshire, North Worcestershire and South Worcestershire work closely together to provide a consistent approach to the Building Control function.

For further information about the services that we provide please contact your local office.

**North Worcestershire Building Control**  
01527 881402

**Herefordshire Council**  
01432 261940

**South Worcestershire Building Control Partnership**  
01684 862328



Advice Leaflet 1  
**Notification of Building Work**



## Introduction

This guidance note is intended to provide information to householders on the notification needed to be given to the Building Control Section when undertaking domestic building work.

***Separate guidance should be obtained as to whether the development will require planning permission***

## What are the Building Regulations?

Building Regulations set performance standards in the design and construction of buildings ensuring the health and safety of people in and around those buildings. They also incorporate measures to conserve fuel and power, and ensure the provision of access and facilities for disabled people.

## When is notification required?

Notification is required before any relevant work commences on site. For additional guidance please refer to *Advice Leaflet 2: Domestic Exempt structures*.

Notification needs to be given when you intend to:

- Erect a building e.g. A new dwelling;
- Extend an existing building e.g. Kitchen extension
- Make structural alterations to a building e.g. Remove a load bearing wall; underpinning, etc
- Convert a loft e.g. create an additional room in the roof space;
- Install services and fittings;
- Change of use of a building e.g. Convert a house into flats;
- To install certain controlled services/fittings e.g. Replacement Double Glazing, Boilers, etc.

## Is a Charge Payable?

The total charge is the same for each type of application. With full plans, part of the charge is paid when the plans are deposited; the remainder after the first inspection. With a Building Notice application the entire charge is payable when the notice is given.

## Who gives Notification?

You may submit the application yourself or you can engage an agent to do it for you. If an agent is employed all correspondence will be directed to them.

There are two ways of giving notice of the proposed work:

- Submit a full plans application, or;
- Submit a building notice

The following notes explain the main differences in the two methods.

## Full Plans Method

Detailed plans of the project, location and site including a specification of the materials that will be used is also required.

In certain circumstances, e.g. when using steel beams to support floors, structural calculations will be required.

The plans will be checked to ensure that the proposals comply with the relevant requirements of the Building Regulations 2000. If they do not then you will be contacted about amending the plans. When the application complies with the Building Regulations you will be sent an Approval Notice.

Once an application has been deposited you are entitled to commence with building works.

## Full Plans Method (Continued)

You are required to give the authority 48 hours notice for the first inspection. If works commence prior to the plans being approved then there is the possibility that if any of the details submitted are incorrect they will have to be put right on site.

The work on site will be inspected at various stages. The builder will be aware that if he follows the approved plans the work will comply with the Building Regulations.

## Building Notice Method

A location plan will be required and further information will be requested if deemed necessary e.g. structural calculations. These details must be provided by the given date.

You will be sent an acknowledgement stating that your building notice application has been accepted.

As with full plans applications, work can commence after 48 hours notice has been given.

The work will be inspected on site as with the full plans method. However your builder will have no approved plans to work to. If any work does not comply with the Building Regulations it will be necessary to alter it.

***If you have any queries or would like to discuss the application process further please contact a member of your local Building Control Section***