

- A location and site plan will also be required.

A charge is payable and this is equal to the comparative Building Notice charge, plus an additional 20%. This type of application is exempt from vat though.

You may have to open up and uncover work as directed by the Building Control Surveyor so that it can be inspected, for example, digging an excavation hole along side foundations, and removing sections of wall or ceiling. The Building Control Surveyor will advise you at the earliest possible opportunity of the requirements.

Provided that the work is found to be satisfactory and in compliance with the regulations we will issue a Regularisation Certificate which will act in the same way as a completion certificate.

EXPIRY OF APPROVALS

Your Building Regulation approval or Building Notice is only valid for three years from the date that we accepted it. Therefore, if we have not received a commencement notification from you in that time, your submission will no longer be valid after that time,

If you decide to proceed after the three years you will have to make a new submission and payment. The new submission will also have to comply with the current regulations in force.

However, once you have started the work, notified us accordingly and we have inspected, there is no time limit in which you have to finish the project.

EXPIRY OF PLANNING PERMISSION

Planning Permissions are valid for different times to Building Regulation approvals. These will be given on your planning permission, be sure you know what they are. Please contact your local Development Control department for more detailed information.



Getting Approval

..... Information & Guidance
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Working together to provide the Best in Building Control

Wiltshire Council

Northern Office

Tel: 01249 706535

Fax: 01249 460810

Southern Office

Tel: 01722 434519

Fax: 01722 434247

Eastern Office

Tel: 01380 734777

Fax: 01380 734775

Western Office

Tel: 01225 770321

Fax: 01225 770337

THERE ARE THREE WAYS TO OBTAIN BUILDING REGULATION APPROVAL THROUGH YOUR LOCAL AUTHORITY.

These are:

- Full Plans
- Building Notice
- Regularisation

FULL PLANS

Using this method you send us two copies of the detailed construction & site plans, the submission form and the necessary payment (see our leaflet of charges for details).

A Building Control Surveyor will check those plans, (we aim to do this within 15 Working days) and contact you if there is any extra information needed, or if the plans do not comply with the building regulations. You will then need to submit amended plans or additional information. If this is OK we will approve the plans (we only reject plans as a last resort). You will then have approved plans to provide to your builder, or to work from yourself.

This form of submission is suited to all types of building work and has the advantage of the plans being approved. These can be used to price and build from, you will also receive an Approval Notice (a legal document) for retention with the deeds of the property.

BUILDING NOTICE

Using this method you send a location plan (this must be to scale and show the distances from the proposed work to the boundaries) the submission form and the necessary payment. If you have plans prepared (such as those used to gain planning permission) we would appreciate a copy for reference purposes.

A Building Control Surveyor will appraise the submission and let you know if you must send us any other specific information (such as structural calculations), at this stage. If complete the Building Notice will be formally accepted.

This form of submission is suited to simple jobs such as installing a new bathroom, creating a new window opening, converting a garage into a habitable room etc.

There will be no approved plans to build or price from nor issue of an Approval Notice. You cannot use a Building Notice for most non-domestic properties, we will need plans for consultation with the Fire Officer for instance. please contact us for more information.

COMPLETION CERTIFICATES

Whilst the work is being undertaken the Building Control Surveyor will carry out inspections at various stages. Once the work is complete a final inspection will be undertaken and if the work complies with the regulations a completion certificate will be issued to the applicant. This is an extremely important document and will be essential in any sale or re-mortgage of the property.

REGULARISATION CERTIFICATE

If you have carried out building work without first obtaining Building Regulation approval you may face prosecution by the council. This is not something that we like to do and is usually a course of action only taken by us should we be given no option. It's part of our public protection role.

For works commenced after 1985 you can apply for a regularisation certificate, this may be particularly useful if you are contemplating selling or re-mortgaging the property

WHAT YOU WOULD NEED TO DO

You will be required to submit an application form, and fee, together with two sets of each of the following;

- plans that show the building work and construction as it has been built.
- plans that show the method of complying with the regulations if contravention's exist.