

BUILDING REGULATIONS POLICY STATEMENT

The Council is of the opinion that the Building Regulation function can only be effectively performed on the under-mentioned basis, allowing operation to be exercised by the Building Control staff using their professional skill and judgement and subject to workload and staff availability.

1. (a) Fees will be checked on all applications submitted.
- (b) Valid "Full Plans" submissions and applications for relaxation or dispensation under the Building Regulations will be examined and decisions issued within the prescribed period.
- (c) Building Notices will be processed as described in the Building Regulations 2000.
- (d) Initial Notices, Plans Certificates and Final Certificates will be dealt with strictly in accordance with the minimum legal requirements of the Building Act 1984 and the Building (Approved Inspectors) Regulations.
- (e) Procedures associated with the reversion of control to the Council where an Initial Notice is cancelled pursuant to Section 53 of the Building Act 1984 will be followed.
2. (a) Inspections of building works in progress, which are subject to Building Regulation control, will be carried out in the following order of priority according to staff resources available at any given time.
 - (i) Buildings in which people sleep on the premises, including houses, flats, hotels, hostels and institutional buildings.
 - (ii) Places of public resort.
 - (iii) All other buildings.
- (b) Once a building is to be inspected in accordance with the above then those inspections will be limited to operations in the following order of priority.
 - (i) Stages of work which are the subject of Notices required to be served on the Council under the provisions of Regulation 15, Buildings Regulations 2000, as listed below. All such inspections to be made within the prescribed period.
 - (1) Commencement;
 - (2) Excavations for foundations;
 - (3) Concreting of foundations;
 - (4) Laying of damp-proof course;
 - (5) Laying of hardcore/damp-proof membrane/other material over site;
 - (6) Laying of concrete over site;
 - (7) Laying of drains or sewers;
 - (8) Covering/testing of drains or sewers;
 - (9) Occupation of building; and
 - (10) Completion of building work.

- (ii) Important areas of work:
 - (a) Any type of work, construction or materials which, if not verified, could cause defects having serious detrimental effects on public health, safety or welfare.
 - (b) Structural members before being covered.
 - (c) Work in connection with structural fire precautions and means of escape in case of fire.
 - (d) Work involving unusual designs and methods of construction.
- (iii) Further inspections to be at the discretion of the Building Surveyor, as opportunity allows, subject to the foregoing priorities being fulfilled. Such inspections to include:
 - (a) work affecting access and facilities for people with disabilities;
 - (b) work affecting energy conservation; and
 - (c) any additional areas of work necessary for the subsequent issue of a Completion Certificate.

N.B. Inspections will be made irrespective of whether work is authorised or unauthorised, except where the Council is expressly excluded from exercising control.

3. Full accurate records will be kept of all inspections, providing detailed notes with dates and parts of the building and works visited. Special care in this respect will be given to records of works the subject of a Building Notice.
4. Building Control staff will investigate and pursue enforcement action, where appropriate, in respect of all cases of contravening work which come to their attention during the course of their normal duties, except where the Council is expressly excluded from exercising control.

The Head of the Building Control service will ensure that professional staff are kept conversant with legislative changes and procedures and are given the training opportunities (and financial provision) necessary to ensure appropriate continuing professional development to keep abreast with changes and developments in new technology. The Building Regulation policy is to be reviewed in the light of major changes in Building Control legislation and/or developments in case law and in any case at intervals not exceeding three years.

[Policy Statement agreed by the Planning and Transport Committee at the meeting held on 30th January 1995 (Agenda item 4(i) refers)]

[Policy amended to reflect current changes in legislation 11th September 2002]
[Policy revised January 2007-01-30 D C Batsford]