

BUILDING REGULATIONS APPLICATION

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended), The Higher-Risk Buildings (Description and Supplementary Provisions) Regulations 2023

Application Type	Notes
Full Plans <input type="checkbox"/>	A Full Plans application provides additional security of knowing your project proposals have received a technical review
Building Notice <input type="checkbox"/>	A Building Notice application is not suitable and a Full Plans application must be submitted for: <ul style="list-style-type: none"> a. Non-domestic work to which the Regulatory Reform (Fire Safety) Order 2005 applies; or b. The erection of a new building, extension or underpinning in the vicinity of a public sewer Whilst not a requirement, it would be helpful to receive a copy of any available plans of the work.
Regularisation <input type="checkbox"/>	Where work has been carried out since 11th November 1985 without an appropriate application having been made under the Building Regulations, then the owner may apply for a Regularisation Certificate in respect of that unauthorised work.
LABC Partner Authority Scheme Submission <input type="checkbox"/>	For use where you are registered with a Local Authority as an LABC Partner. Further information can be obtained from: www.labc.co.uk/

Please complete this application form in conjunction with the Building Control Charges Schedule. If this form is unfamiliar please read the guidance notes below or contact the Building Control service for further guidance. All completed application forms and associated design information should be returned to the Building Control Service at: building.control@kingston.gov.uk

1	APPLICANT (Owner or person on whose behalf the work is to be carried out)
	Name:
	Address:
	Postcode:
	E-mail:
	Tel:
2	CLIENT (Where different from the applicant)
	Name:
	Address:
	Postcode:
	E-mail:
	Tel:
3	PRINCIPAL DESIGNER / SOLE OR LEAD DESIGNER
	Name:
	Address:
	Postcode:
	Email:
	Tel:

4 PRINCIPAL CONTRACTOR / SOLE CONTRACTOR (if known)

Name:

Address:

Postcode:

Email:

Tel:

5 LOCATION OF SITE TO WHICH THE BUILDING WORKS RELATES

Address:

Postcode:

6 EXISTING BUILDINGS (append additional information where necessary)

i. Description of existing building:

ii. Details of the current use of the building, include the current use of each storey:

iii. The height of the building (in metres):

iv. The number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:

v. If applicable, please confirm the Town Planning Application reference number to which this work relates:

7 PROPOSED WORKS (append additional information where necessary)

i. Description of proposed building work:

ii. Details of the intended use of the building, including the intended use of each storey:

iii. The height of the building after the proposed works (in metres):

iv. The number of storeys in the building after the proposed work as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:

v. The provision to be made for the drainage of the building:

vi. Where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the required of that paragraph:

vii. The steps to be taken to comply with any local enactment that applies:

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COMMENCEMENT (append additional information where necessary)

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, state the detail of the work which the client considers amounts to 15% of the proposed works:

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BUILDING CONTROL CHARGES (Please refer to the Building Control Charges Schedule for standard fees)

Standard Charge: Total charge applicable to this Building Regulation submission

£	Inc VAT
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Individually Determined Charge: Where an individually Determined Charge has been agreed by the Royal Borough of Kingston Upon Thames Building Control service, please list the total charge applicable to this Building Regulations submission

£	Inc VAT
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Building Regulation submission payments should be made directly through the website: www.kingston.gov.uk/building-control or alternatively by contacting us on 020 8547 5002

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STATEMENTS

If the proposal involves residential electrical installation works to which Part P of the Building Regulations applies, do you intend to use an electrician who is registered with a Competent Persons Self-Certification Scheme? (Tick one box)

YES NO

If you have ticked no, the appropriate 'Works Outside of Competent Persons Schemes – Electrical Installations' charge as noted within the Building Control Charges Schedule should be included with this submission. (See note 19 below).

Full Plans Submissions Only

Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work? (See note 15 below).

YES NO

Do you consent to the application for building control approval with full plans being granted with requirements? (See note 3 overleaf)

YES NO

The local authority must notify the applicant of the outcome of the application within five weeks beginning with the date the application is received by the local authority, or within such longer period as at any time the authority and the applicant agree in writing. **If you wish to extend the period of time that the local authority has to notify of the outcome of the application, you can include this request (separately) with the application for building control approval with full plans for the local authority to consider.**

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DECLARATION – FULL PLANS

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

I understand that further applicable charges may become payable by the building owner following the first inspection undertaken by the local authority.

I / We apply for building control approval with full plans as described on this form and as detailed on any supplementary documents

Signature of Applicant (where the applicant is not the client):

Date:

I, the client confirm I agree to the application being made and that the information contained in the application is correct.

Signature of Client (where the client is not the applicant):

Date:

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DECLARATION – BUILDING NOTICE

This application is deposited in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

I / We apply for Building Notice acceptance as described on this form and as detailed on any supplementary documents.

Signature:

On Behalf Of (insert applicant name where the declaration is made by an agent):

Date:

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DECLARATION - REGULARISATION

This application is deposited in relation to the building work etc., as described above. It is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge.

I / We apply for Regularisation of the unauthorised building work as described on this form and as detailed on any supplementary documents.

Signature:

On Behalf Of (insert applicant name where the declaration is made by an agent):

Date:

FULL PLANS APPLICATIONS

	Is an application for building control approval with full plans suitable?	Regulation	Is this applicable? Yes or No
1	<p>Is the building work etc., in relation to higher-risk building work? An application for building control approval with full plans cannot be granted by the local authority in such circumstances. Applications for building work to higher-risk buildings can be made here.</p>	2B	
2	<p>Is there any building work involved to which Part P of Schedule 1 imposes a requirement and this work does not consist of:</p> <ul style="list-style-type: none"> • the installation of a new circuit • the replacement of a consumer unit, or • any addition or alteration to existing circuits in a special location? <p>Building work to which Part P of Schedule 1 imposes a requirement and does not consist of the above does not require an application for building control approval (also refer to Schedule 4). Note also, for work that does consist of the above, this work can be carried out by a competent person described in Column 2 of Schedule 3.</p>	12(6A)	
3	<p>Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?</p> <p>If so, Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010 (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and an application for building control approval with full plans is not appropriate.</p>	12(7)	
<p>If the response to all the questions is 'no' then the giving of an application for building control approval with full plans is appropriate for the proposed work. Where the response is 'yes' for row 1, an application should be made to the Building Safety Regulator. Where the response is 'yes' to any other row, an application for building control approval with full plans is not necessary for the work. For work in relation to row 3, please contact the local authority team for your area.</p>			

	Is additional information required	Regulation	Included or not applicable?
4	<p>In the case of a new dwelling either of the following should be provided:</p> <ul style="list-style-type: none"> • a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or: • a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted. 	13(1)(d)	
5	<p>In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for building control approval with full plans shall be accompanied by:</p> <p>(a) particulars of any public electronic communications network in relation to which a connection is to be provided</p> <p>(b) if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption</p> <p>(c) if Regulation 44ZC is proposed to be relied on:</p> <p>(i) evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and</p> <p>(ii) if paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by Regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the application is given.</p>	13(2A) 14(4)	

Further Information	Regulation
<p>An application for building control approval with full plans must be accompanied by:</p> <ul style="list-style-type: none"> • two copies of the full plans, or • where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat). 	<p>14(2)(a) 14(4)</p>
<p>Plans are only full plans if they consist of:</p> <ul style="list-style-type: none"> • a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use • the plans, particulars and statements required by paragraphs (1), (1A) and (2) of Regulation 13 • where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph and • any other plans which are necessary to show that the work would comply with these Regulations. 	<p>14(3)</p>
<p>The local authority must notify the applicant of the outcome of the application within five weeks beginning with the date the application is received by the local authority, or within such longer period as at any time the authority and the applicant agree in writing. If you wish to extend the period of time that the local authority has to notify of the outcome of the application, you can include this request with the application for building control approval with full plans for the local authority to consider.</p>	<p>14A(6)</p>
<p>Applicants should be aware that the Local Authority will as required consult with statutory bodies and pass on those details that you submit on your application form for the purposes of granting the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the necessary statutory consultees. If you have any queries regarding this consultation process, please contact us. Further details regarding information rights are available on the Information Commissioner's Office website at https://ico.org.uk</p>	<p>15 15A</p>

BUILDING NOTICE APPLICATIONS

	Is a building Notice suitable?	Regulation	Included or not applicable?
1	Is the building work etc., in relation to higher-risk building work? A building notice given to the local authority is not appropriate in these circumstances. Applications for building work to higher-risk buildings can be made here .	2B	
2	Is the building work in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after the completion of the building work? A building notice given to the local authority is not appropriate in these circumstances.	12(3)	
3	Is the building work the erection of a building fronting onto a private street? For this question, “fronting” has the meaning given in section 203(3) of the Highways Act 1980 ; and “private street” has the meaning given in section 203(2) of the Highways Act 1980 . A building notice given to the local authority is not appropriate in these circumstances.	12(4)	
4	Is the building work, work to which paragraph H4 of Schedule 1 imposes a requirement? A building notice given to the local authority is not appropriate in these circumstances.	12(5)	
5	Is there any building work involved to which Part P of Schedule 1 imposes a requirement and this work does not consist of: <ul style="list-style-type: none"> • the installation of a new circuit • the replacement of a consumer unit or • any addition or alteration to existing circuits in a special location? Building work to which Part P of Schedule 1 imposes a requirement and does not consist of the above does not require a building notice (also refer to Schedule 4). Note also, for work that does consist of the above, this work can be carried out by a competent person described in Column 2 of Schedule 3 .	12(6A)	
6	Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force? If so, Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010 (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and a building notice is not appropriate.	12(7)	

If the response to all the questions above is 'no' then the giving of a building notice is possible for the proposed work. Where the response is 'yes' for row 1, an application should be made to the Building Safety Regulator. Where the response is 'yes' to rows 2, 3 or 4, an application for building control approval with full plans should be made to the local authority. Where the response is 'yes' to row 5, a building notice is not necessary for the work. For work in relation to row 6, please contact the local authority team for your area.

	Is additional information required?	Regulation	Included or not applicable?
7	<p>In the case of a new dwelling either of the following should be provided:</p> <ul style="list-style-type: none"> a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted. 	13(1)(d)	
8	<p>In the case of the erection or extension of a building, a building notice shall be accompanied by a plan to a scale of not less than 1:1250 showing:</p> <ul style="list-style-type: none"> the size and 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 the 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. 	13(2)(a)	
		13(2)(a)(i)	
		13(2)(a)(ii)	
		13(2)(a)(iii)	
9	<p>In the case of the erection or extension of a building, a building notice shall be accompanied by a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates.</p>	(13)(2)(b)	
10	<p>In the case of the erection or extension of a building, a building notice shall be accompanied by particulars of:</p> <ul style="list-style-type: none"> the provision to be made for the drainage of the building or extension the steps to be taken to comply with any local enactment which applies. 		
		(13)(2)(c)(i)	
		13(2)(c)(ii)	

11	<p>In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, a building notice shall be accompanied by –</p> <p>(a) particulars of any public electronic communications network in relation to which a connection is to be provided,</p> <p>(b) if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and</p> <p>(c) if Regulation 44ZC is proposed to be relied on -</p> <p>(i) evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and</p> <p>(ii) if paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit- capable public electronic communications network (as defined by Regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given.</p>	13(2A)	
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Further Information	Regulation
<p>Where a building notice has been given, a person carrying out building work, renovation or replacement of a thermal element, change to the building's energy status or making a material change of use shall give the local authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.</p>	13(3)
<p>Neither a building notice nor plans which accompany it are to be treated as an application for building control approval with full plans in accordance with building regulations.</p>	13(4)
<p>A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the local authority, unless before the expiry of that period—</p> <ul style="list-style-type: none"> • the building work to which the notice related was commenced; or • the change to the building's energy status or the material change of use described in the notice was made. 	(13)(5)

REGULARISATION APPLICATIONS

	Is a Regularisation Certificate Application suitable?	Regulation	Is this applicable? Yes or No
1	Was the unauthorised building work before the 11th November 1985? Any building work carried out before 11th November 1985 is not eligible to be regularised.	18(1)	
2	Is the building work etc., in relation to higher-risk building work? A regularisation certificate application given to the local authority is not appropriate in these circumstances. Regularisation certificate applications for building work to higher-risk buildings can be made here .	2B	
3	Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force? If so, Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010 (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and a building regularisation certificate application is not appropriate.	19 - Building (Approved Inspectors etc.) Regulations 2010	
<p>If the response to all the questions above is 'no' then an application for a regularisation certificate is appropriate for the proposed work. Where the response is 'yes' for row 2, an application should be made to the Building Safety Regulator. Where the response is 'yes' to any other row, the application for a regularisation certificate is not appropriate.</p>			

	Is additional information required?	Regulation	Included or not applicable?
4	So far as is reasonably practicable, a plan of the unauthorised work is required.	18(2)(c)	
5	So far as is reasonably practicable, provide a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out.	18(2)(d)	

Further Information	Regulation	
<p>Unauthorised building work means building work, other than work in relation to which an initial notice, an amendment notice, a public body's notice or a regulator's notice has effect, which is done without:</p> <ul style="list-style-type: none"> • a building notice being given to the local authority • an application for building control approval with full plans of the work being given to the local authority or: • a notice of intention to start work being given to the local authority, in accordance with Regulation 16(1), where a building notice has been given or an application for building control approval with full plans of the work has been given. 	18(8)(a)	

GENERAL BUILDING REGULATION APPLICATION GUIDANCE NOTES

Full Plans Applications

1. Submission Documentation

Building Regulations applications should include; a completed application form, the appropriate charge, plans drawn to scale and any supporting documentation as necessary.

The Regulatory Reform (Fire Safety) Order 2005 replaces fire certification under the Fire Precautions Act 1971. The order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation.

2. Charges

The appropriate application charge is dependent upon the type of work proposed. Standard charges are set out within the Building Control Charges Schedule. Where an Individually Determined Charges is required, please contact the Building Control service to obtain this charge prior to submission of your application.

Subject to certain exceptions, Building Regulations applications attract charges payable by the person by whom or on whose behalf work is to be carried out. In cases of dispute therefore, the Council will ultimately seek payment from that person, (usually the applicant).

Building Regulation submission payments should be made directly through the website: www.kingston.gov.uk/building-control or alternatively by contacting us on 020 8547 5002.

3. Requirements

Requirements are modification that the local authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts.

Regularisation Applications

4. The purpose behind this procedure is to enable applicants (usually home owners) to submit retrospective applications to regularise the position where for example through an oversight, building approval has not been sought, perhaps by a builder or previous owner.
5. This procedure is open to owners of unauthorised building work which has been commenced on or after the 11th November 1985.
6. One copy of this form should be completed and submitted together with the appropriate charge and:
 - a. "so far as is reasonably practicable, a plan of the unauthorised work", and
 - b. "so far as is reasonably practicable, a plan showing any additional work required to be carried out to secure that the unauthorised work complies with the requirements relating to building work in the building regulations which were applicable to that work when it was carried out".
8. In considering an application for a Regularisation Certificate we may require the applicant to take such reasonable steps, including the laying open of the unauthorised work for inspection, making tests and taking samples, as we think appropriate to ascertain what work, if any, is required to ensure that the relevant requirements are met.
9. If, after taking account of any work carried out and/or of any dispensation or relaxation given, we are able to satisfy ourselves that the unauthorised work complies with the relevant requirements, we may issue a Regularisation Certificate.
10. The Regulatory Reform (Fire Safety) Order 2005 replaces fire certification under the Fire Precautions Act 1971. The Order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation.
11. An application for a Regularisation Certificate attracts a charge equivalent to 150% of the appropriate Building Notice / Full Plans application charge which would be payable in accordance with the scheme of charges in force at the time of the application. The appropriate charge is dependent upon the type of unauthorised work involved and is payable at the time the application is made. **No VAT is payable on a Regularisation charge.** Current charge scales and methods of calculation are set out in our Guidance Notes on Building Control Charges. Once the appropriate charge is paid and the application validated there is no provision for refunding any part of the charge should the applicant decide at any time not to continue with the regularisation procedure.

12. These notes are for general guidance only. Particulars regarding applications for Regularisation Certificates are contained in Regulation 21 of the Building Regulations 2010, and in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the current Scheme of Charges contained in the Guidance Notes on Building Control Charges.
13. Further information and advice concerning the Building Regulations may be obtained from our website www.kingston.gov.uk/building-control

Further Guidance for All Application Types

14. All completed application forms and associated design information should be returned to the Building Control Service at: building.control@kingston.gov.uk . Whilst not a requirement. Where you are submitting a Building Notice, it would be helpful to receive a copy of any plans of the proposed work. Unless the works detailed within this submission are commenced within 3 years of submission of this application, the application shall cease to have effect.
15. A Full Plans submission must be made (and a Building Notice cannot be used) in any of the following circumstances:
 - a. If the work is to be carried out to a building which is or will be a building to which the Regulatory Reform (i) (Fire Safety) Order 2005 applies. The order applies to all non-domestic premises, and also includes;
(ii) The common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation. (We are required to consult with the Fire Authority).
 - b. If the work involves the building, extension or underpinning carried out in the vicinity of a public sewer. (We are required to consult with Thames Water).
 - c. If the work includes the erection of a building fronting on to a private street.
16. Where the proposed work includes the erection of a new building or extension this application must be accompanied by the following:
 - a. A site location plan to a scale of not less than 1:1250 with the property boundary outlined in red;
 - b. A statement specifying the number of storeys in the building (each basement level being counted as one storey);
 - c. Particulars of the provision to be made for the drainage of the building or extension.
17. Where the proposed work involves the insertion of insulating material into the cavity walls of a building, this application must be accompanied by information about the insulation and the body which may have approved the insulation and/or installer as set out in Regulation 13.
18. Where the proposed work involves the provision of an unvented hot water storage system, this application must be accompanied by information about the system and the body which may have approved the system and/or the installer as set out in Regulation 13.
19. Part P – Electrical Safety in Dwellings
From 1st January 2005 new electrical wiring or electrical components for a house, flat or building/land that receives its electricity from a source associated with a dwelling must be designed and installed in accordance with Part P of the Building Regulations. The simplest and quickest method of ensuring compliance is to have the electrical work carried out by a person (or firm) who is registered with an electrical Competent Persons Self-Certification Scheme approved by the Secretary of State. On completion of the work the 'approved person' will issue certificates of compliance to the owner and forward details to the Local Authority. If electrical work is carried out by a person who is not registered with a self-certification scheme then the work will need to be checked by Building Control who will require, on completion, an Electrical Installation Certificate signed by a competent electrician. Further details can be found on our separate 'Part P' Guidance Note (available on our website) or by visiting the website of the Department for Communities and Local Government at: www.communities.gov.uk
Note: Where applicable, failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.
20. **Anyone carrying out building work must give written notice of the commencement of the work at least 2 days beforehand.** Applicants are reminded that notice should also be given at certain stages of work, as required by Regulation 15 of the Building Regulations 2010. Details are available on request.
22. **Anyone proposing to carry out building work or make a material change of use of a building is reminded that permission may be required under the Town and Country Planning Acts. Whilst not a matter dealt with by the Council, if you are carrying out work on an existing wall shared with another property, building on the boundary with a neighbouring property or excavating near an**

adjoining building, your attention is drawn to the requirements associated with The Party Wall etc. Act 1996.

Site Inspections

- 23.** Once your application has been formally registered and validated, you will be able to book site inspections through the Building Control service. The Royal Borough of Kingston Upon Thames Building Control service don't want to cause delays to your project, so our aim is always to work with you as closely as possible, whilst at the same time making sure we meet our regulatory responsibilities.

You should notify us when you start the work and when it is completed. You will also be asked to let us know when you reach certain stages in between, depending on the type of work you are doing. We will provide you with a list of these stages (known as a Service Plan) once your application is validated and reviewed by a Building Control professional.

To allow the Building Control service to plan our site inspection visits more effectively, we ask that you request your visit in advance. Site inspection visits are available to request on weekdays and are generally completed between 9:30 am and 3pm. Unfortunately we are not able to offer site inspections visits at specific times (as we don't know how long each inspection will take) but you can select either an AM or PM slot when booking your site inspection visit request which the Building Control service will endeavour to keep to. Please note; AM and PM slots and any timings remain at the discretion of the Building Control service. Site inspection visits must be requested by 3pm the day before the inspection is required. Site inspection visit requests for Mondays must be received by 3pm on Fridays.

We prefer for you or your builder to be on site when we attend. Please ensure adequate access arrangements and facilities are available for the Building Control Surveyor to undertake the required inspection, such as ladders, scaffolding, and lighting where necessary.