

Guidance notes for building control applications

Full Plans Option

1. Complete a Building Regulations Full Plans application form
2. Deposit the form together with plans and prescribed "plan fee" (if you have any queries with regards to the fees please contact Building Control direct under contact details on right hand side of this page before submitting your application)
3. Work may start after giving 48 hours' notice, prior to formal approval, but at own risk and subject to any planning permission that may be required
4. If there are any queries following the inspection of the plans, a letter will be sent, or a telephone call made to applicants giving an opportunity for any necessary amendments to be agreed
5. An Approval, or Conditional Approval, is issued normally within five weeks of deposit
6. After the first inspection an invoice for the "inspection fee" will be issued
7. The normal statutory inspections will take place, i.e. foundations, damp proof course, drains etc., along with routine inspections

Completion Certificate issued on satisfactory completion of the work.

Building Notice Option

(Cannot be used for buildings with a 'relevant use' e.g. offices, shops, hotels, factories and extensions to buildings that front onto a private street or building work to which Paragraph H4 applies (Building over sewers).

1. Complete a Building Notice form
2. Deposit the form with appropriate "submission fee" together with a location plan indicating position and size of proposal if it is an extension or a new building. Details are not required at this stage but if a plan is available it would be of assistance. (if you have any queries with regards to the fees please contact Building Control direct on the telephone number on the right hand side of this page before submitting your application - If you are paying by cheque please make cheques payable to Blaby District Council).
3. A Building Control Surveyor will visit the site to discuss the proposal if required. He may request information such as structural calculations etc.
4. An Approval or Conditional Approval is not issued.
5. You may commence work after giving 48 hours' notice (subject to planning permission) or earlier by prior arrangement with Building Control.
6. The normal statutory inspections will take place, i.e. foundations, damp proof course, drains etc., along with routine inspections.
7. Completion Certificate issued upon satisfactory completion of the work.

To see the significant differences between the Full Plans type of approval and the Building Notice process see section below

Regularisation Application Option

For Building Works which have been carried out unauthorised without "enforcement" being taken against them and work to have commenced on or after 11th November 1985.

1. Complete a Regularisation Notice form
2. Deposit a form with the appropriate regularisation fee. Provide plans and details, of any additional work required to make the construction comply with the Building Regulations (if you have any queries with regards to the fees please contact Building Control direct on the telephone number on the right hand side of this page before submitting your application).
3. Please note that if a Regularisation Certificate is required urgently (subject to satisfactory inspection) then payment must be by cash or debit/credit card.
4. A Building Control Surveyor will visit the site and discuss with you what work, if any, is required and any areas that need to be exposed.
5. Building Control will liaise with their colleagues in Planning (and other relevant departments) with regard to other permissions that may be required.
6. A Regularisation Certificate is issued upon satisfactory completion of the work, as seen. The Regularisation Certificate can then be kept with the deeds of the property for reference.
7. If regularisation work relates to electrical works please contact a Building Control Surveyor for advice prior to submitting an application.