

SECTION C - BUILDING NOTICE ONLY

- 1 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following.
 - A block plan to scale not less 1 :1250 showing:
 - 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 and use of every other building or proposed building in 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.
 - The position to be made for the drainage of the building extension.
 - A plan and specification will be requested for domestic extensions and loft conversions.
- 2 Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
- 3 Persons Carrying out building work must give written notice of the commencement of the work at least 48 hours beforehand.
- 4 The charge is usually payable to contribute towards the cost of site inspections being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
- 5 The building notice charge is calculated in accordance with current charge regulations. A Guidance Note of Charges is available on request.

SECTION D - REGULARISATION APPLICATION ONLY

- 1 In domestic situation 1 plan indicating the extent of the works carried out is required.
- 2 Where part B (fire safety) imposes requirement in relation to building work a further two copies of the plans should be deposited.
- 3 A regularisation application must be accompanied by the appropriate charge, which is based at a rate of 120% of the normal charge payable had the works not otherwise been carried out (VAT is not payable).
The appropriate charge is dependent upon the type of work carried out . Charges scales and methods of calculation are set out in Guidance Notes On Charges which is available on request.
- 4 In accordance with Building Regulation 21 the council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection making tests and taking samples as the authority may think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.
- 5 These notes are for general guidance only, full particulars of the regularisation request are contained in regulation 21 of the Building Regulations 2000, and in respect of charges the Building (Local Authority Charges) Regulations 1998.
- 6 Persons who have carried out building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.

Knowsley Metropolitan Borough Council,
 Directorate of Regeneration & Neighbourhoods,
 Housing Planning and Building Control,
 PO Box 26, Municipal Buildings,
 Archway Road, Huyton, Knowsley,
 Merseyside, L36 9FB.

Office Hours: **9am - 5pm
Monday to Friday**

Useful Telephone Numbers:
 Building Control - **0151 443 2380**
 - (Fax **0151 443 2370**)
 Planning - **0151 443 2381**
 E-mail: **planning@knowsley.gov.uk**
www.knowsley.gov.uk

KNOWSLEY METROPOLITAN BOROUGH COUNCIL BUILDING REGULATION APPLICATION GUIDANCE NOTES



Do I need Building Regulation Approval?

You may carry out many types of minor alterations without Building Regulations approval. However, these are subject to certain limitations and you are always advised to check with the Building Control Section (0151 443 2380) before works are commenced. You should also check on the need for Planning Permission.

Checklist

Before submitting your application make sure you have:

1. Ticked the relevant box on the application form to indicate the application type (refer to guidance notes for the relevant information).
2. Answered all questions on the form.
3. Signed and dated the form.
4. Enclosed 1 copy of the application form.
5. **Full Plan Submission**
 Enclosed 2 copies of the plans which demonstrate compliance with the requirements.
 - Plus 3 extra copies of plans where Part B (Fire Safety) imposes a requirement in relation to proposed building work, five copies in total.
6. Enclosed 2 Copies of a site plan.
 - A block plan to scale not less 1 :1250 showing:
 - 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 in that curtilage.

Building Notice and Regularisation - refer to Sections **C** and **D** for plan requirements.
7. Enclosed the charge.



Certificate No. 4774/05
 Development Control,
 Building Control and
 Site Development



INVESTOR IN PEOPLE **Knowsley@Council**



NOTES FOR COMPLETING SECTION A OF THE APPLICATION FORM

1 NAME AND ADDRESS OF APPLICANT

The applicant is the person on whose behalf the work is being carried out, eg. the building's owner. You the applicant may complete this form yourself or you may employ an agent to do this for you.

You will be liable in law for the payment of the subsequent inspection charges where this is applicable.

2 NAME AND ADDRESS OF AGENT

The agent could be the same architect, surveyor or builder who drew the plans for you, or you might have drawn the plans yourself. If the form is completed by an agent, all correspondence from this Department will be sent to him; please give the name of the partner/associate/employee who can be contacted by telephone if necessary.

The agent is responsible for informing the applicant that a second charge to cover inspections may be required once the work has commenced.

3 LOCATION

Enter here the full postal address of the property for which Building Regulation approval is required.

4 PROPOSED WORK

Please describe the works to be carried out, include (where appropriate) number of storeys. Position in relation to existing house (rear/side/front) and the purpose for which the completed work will be used.

Examples:

- structural alterations to combine kitchen/dining rooms;
- single storey lounge extension to rear;
- two storey side extension comprising garage/utility room with bedroom and bathroom above.

5 STATUS OF WORKS

The Local Authority will advise you as to which procedure it will follow according to the circumstances.

6 USE OF BUILDING

Existing: If you are proposing an alteration to an existing building please state the present use.

Proposed: If you are proposing a new building or extension please state the intended use.

7 THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Premises currently designated for the purpose of the above Act are:

- Hotel or Boarding House
- Factory
- Office
- Shops
- Railway Premises
- Places of assembly

8 CHARGES

(See separate guidance notes on charges)
Cheques payable to Knowsley MBC
If the proposed building work attracts an inspection charge, who is responsible for the payment of this charge?



YOU MUST NOW COMPLETE EITHER SECTION B, C OR D OF THE APPLICATION FORM

SECTION B - FULL PLANS APPLICATION ONLY

1 What Happens After My Application Has Been Submitted?

If the application has been submitted correctly with all the necessary information and correct charge, the drawings will be examined by a Building Control Officer. Any structural calculations accompanying the application are examined by a Structural Engineer and depending on the type of building proposed the Fire Authority and/or the Drainage Section may be consulted.

If your application is incomplete you or your agent will be contacted and asked for the necessary information.

There is a time limit of 5 weeks by which a decision must be given on your application. With your written consent this time limit can be extended to 2 months.

2 I Have Building Regulations Approval And I Am Ready To Start Work. What Happens Next?

In addition to your Building Regulation Approval Notice you will receive a set of notices numbered from 1-9. These notices should be given to your building contractor who can then use them to request inspections of various stages of work. (Statutory notice requirements for inspections are included on the notices).

Stage of Works

1. Commencement of Works
2. Excavation for Foundations
3. Concrete to Foundation
4. Damp-proof Course
5. Oversite Concrete (preparation)
6. Drains (line and fall)
7. Drains (test after backfilling)
8. Occupation
9. Completion

To prevent delays during construction we advise that requests for inspections are made before 10.00 am any working day by telephoning 0151 443 2380, and we will guarantee same day inspection. Although times for inspections cannot be given, every co-operation will be given to contractors working under adverse conditions, such as poor ground necessitating deep excavations etc.

It is in your own interest to ask your builder to request a "spot check" inspection prior to plastering. This will allow your Building Control Officer to inspect the roof construction which otherwise may not be accessible after plastering.

Following a satisfactory completion inspection by a Building Control Officer, a completion certificate can be sent to you if required, which will be advantageous for you for either mortgage purposes or in any future sale of the property.

3 How Long Does Building Regulations Approval Last For?

Work which has received Building Regulation approval should be commenced within 3 years of the date of deposit.

4 Planning Permission

By completing the form you are applying only for Building Regulations approval. In some cases building works also require planning permission.

Planning permission is not the same as Building Regulations, as they are governed by different legislation. Your Building Regulation approval will be dealt with separately from any application submitted for planning permission, although both types of applications are dealt with by the Directorate of Regeneration and Neighbourhoods.

It is possible that planning permission could be refused and Building Regulations approval given for a specific proposal (and vice versa). It is up to you to ensure that you have all the necessary consents before starting work.

You can contact the Planning Section on 0151 443 2381.