

Introduction

If you intend to carry out building works that are controlled under the Building Regulations, it is a legal requirement that you submit an application to Building Control.

To check what type of work is controlled you can access our separate guidance at <https://www.hertfordshirebc.co.uk/guidance-note/controllable-building-works>

Your application may be in the form of **Full Plans** or a **Building Notice**. You can make an online submission via [hertfordshirebc.co.uk/apply-here-for-building-control](https://www.hertfordshirebc.co.uk/apply-here-for-building-control). You may also require Planning Permission so please contact your local planning department if in doubt.

Work on site must not start until at least two working days after depositing an acceptable application with Building Control. Please give **notice of commencement** (preferably in writing by email) providing your builder's details and contact numbers. Applications expire after 3 years if work has not started.

There are three types of applications;

- Full Plans
- Building Notice
- Regularisation

Regularisation covers unauthorised work that has already been carried out and there is separate guidance at <https://www.hertfordshirebc.co.uk/guidance-note/regularisations/>.

Full Plans

A full plans application can be used for all types of building work. You must submit the following with your application:

- **Form:** A completed full plans application form.
- **Appropriate fee:** A 'plan fee' can be paid online while applying or we will invoice you afterwards. We will also invoice you for an 'inspection fee' after work starts.
- **Site location plan:** Scale 1:1250 1250 showing the position of your property in relation to other buildings, the street and boundaries. A plan may be purchased from the Ordnance Survey website or other mapping providers
- **Elevations, cross sections and floor plans drawings as relevant:** scale 1:100 or 1:50
- **Specifications:** for the materials, components and construction methods proposed to be used for the project
- **Calculations:** these are sometimes needed to justify structural members, thermal performance or other requirements of the regulations

Once we have received your application in the correct format, we send an acknowledgement letter to the applicant and agent.

We also let you know when you need to notify us at key stages during the work, so we can make inspections before that work is covered over. It's very important to follow this, or we might have to ask you to uncover the work to check it meets standards.

We will check your plans for compliance with the Building Regulations and let you or your agent know if there are any issues

preventing us from approving the application. If these issues are not resolved within 5 weeks (you can agree to extend that to 2 months) from deposit, we will either reject the application or approve it with conditions that must be met before work starts.

If your application is rejected, you can submit again with amended plans for the same scheme at any time without paying an additional fee.

Building Notice

As an alternative to Full Plans, you may be able to make a Building Notice application if the work only relates to single private dwellings. If you are **building over or within 3 metres of a public sewer** or the property is fronting a private road then you should make a Full Plans application.

It isn't essential that you submit detailed drawings with a Building Notice however, you must include the following:

- **Form:** Completed Building Notice form
- **Building Notice fee:** this is the plan fee plus the inspection fee
- **Site location plan:** as above but only needed if the work includes the erection or extension of a building

Please note that after we accept the notice and work begins, we may request additional information depending on the type of project. That might include design drawings and structural calculations.

Just like with Full Plans, after we receive your correctly completed application, we will send you a letter confirming we have

accepted it. We will let you know when we need to be notified of key stages of work, so we can carry out inspections.

Advantages & disadvantages

Full plans:


- Plans are checked and approved if suitable and an Approval Notice issued which can then be passed onto any future purchaser of the premises.
- Your builder can refer to approved plans so there's less risk of non-compliant work being carried out resulting in cost and inconvenience.
- On completion of the work, we will issue a completion certificate provided we have been able to carry out all the necessary inspections, there are no outstanding contraventions and a completion notice has been signed.
- There may be a delay and additional cost for building regulations plans to be prepared by your architect or registered structural engineer. That said, plans may already have been prepared at the planning application stage which may merely require the addition of some technical details.
- Building Control must check your application within statutory time limits.
- Note that fee discounts are available if you choose to pay your inspection fee up front on making the application.


Building Notice:

- You don't need to submit technically detailed plans when making the application, although we may ask for them later to support the application.

- You pay all the fees (plan and inspection) on deposit of the application.
- Plans are not checked for compliance with Building Regulations and no Approval Notice is issued. Without approved plans, a clear knowledge of the requirements of the Building Regulations is essential. If an inspection reveals non-compliant issues, the work must be modified or altered. This may result in additional costs and delays.

Get in touch to see how we can help:

 01438 879990

 building.control@hertfordshirebc.co.uk