

I want to know more about ...

... getting Building Regulations approval

If we have agreed that building an extension to your house is necessary for your adaptation, it is likely that you will need to obtain Building Regulations approval before starting any building work.

Who do I contact?

Applications for Building Regulations approval are dealt with by Building Control Services in the Department of Regeneration. The service is based at Jacobs Well in Bradford and at Keighley Town Hall. Contact details are:

Building Control Services Bradford

Building Control Services
3rd Floor, Jacobs Well
Nelson Street
Bradford BD1 5RW

Tel: 01274 433807
Fax: 01274 435081
Email: buildingcontrol@bradford.gov.uk

Building Control Services Keighley

Building Control Services
2nd Floor, Keighley Town Hall
Bow Street
Keighley BD21 3PA

Tel: 01535 618010
Fax: 01535 618450

These offices are open from 9am to 5pm Monday to Thursday, and 9am to 4.30pm on Friday.

Do I need Building Regulations approval?

Building Regulations approval is different from planning permission but it is needed for most building work including:

- extensions to your home
- loft or basement conversions
- internal alterations such as removal of walls or partitions and chimney breasts
- replacement windows
- rewiring and alterations to electrical wiring
- substantial renovation of a wall, floor, ceiling or roof
- underpinning of foundations, replacement of roof covering, rendering and wall cladding
- installing new or resiting any sinks, baths, showers and WCs (not for replacing existing fittings if no resiting involved)
- installation or replacement of heating systems.

You must apply for approval when needed. If you don't, the Council may take appropriate action and it can cause delays when you want to sell your house.

How do I apply for Building regulations approval?

You may apply for Building Regulations approval directly yourself or through your architect or agent. There are two ways of making an application.

Full Plans Application

A Full Plans Application can be submitted for all types of work but it is particularly appropriate for house extensions and major internal alterations. The procedure involves completing one copy of the relevant application form and then sending it to Building Control Services together with three copies of your plans and the appropriate application fee. The application form can be downloaded from the Council's internet site or obtained from one of Building Control Services' offices.

The application will be checked for compliance with the current Building Regulations. If the proposed work complies then you will be granted Building Regulations approval and you will receive a notice confirming the passing of the plans. If the proposed work does not comply you will be invited to amend or alter your proposals in order to ensure compliance. Conditional approval may be granted where you anticipate a delay in obtaining the information that Building Control Services requires.

You may withdraw your application at any time if you anticipate a delay in either amending plans or providing outstanding information.

Building Notices

An alternative to a Full Plans application is to submit a completed Building Notice Form. This is most appropriate for minor works or is used by builders with a thorough working knowledge of the Regulations. It can be downloaded from the Council's internet site or obtained from one of Building Control Services' offices. This cost-effective approach offers a quick and sure way of observing the Building Regulations process without the frustration of delay. [However, please note that a Building Notice Form can not be used if a proposed building or extension is over, or within 3 metres of, a public sewer].

The implications of using a Building Notice Form are that:

- a formal notice of approval is not issued
- you will have to pay both the plans and inspection fees together at the time of submitting the Building Notice Form
- without the benefit of approved plans it may prove difficult to establish if the proposed work complies with the current Building Regulations
- there is a danger of carrying out work which does not comply with the current Building Regulations and then having to 'pull it back'
- the uncertainty of compliance with the current Building Regulations may make it difficult to price the job.

However,

- you can start work within 48 hours of submitting the notice
- you are not usually required to provide detailed plans
- you may save on the cost of producing plans (although they may still be required for obtaining planning permission).

How can I be certain that the completed work complies with the current Building regulations?

Building Control Services will inspect the work on completion and may also inspect the work in progress. You, or your architect or agent, should notify Building Control Services when work starts and also at the stages when different trades become involved. Notifications can be made by phone, fax, email or letter.

On satisfactory completion of the work Building Control Services will issue you with a Completion Certificate confirming compliance with the current Building Regulations. This document will be needed when you sell the property.

What will Building Control Services charge for their services?

Building Control Services has to charge for checking plans, processing Building Notice Forms, and inspection of completed work in accordance with a scale of fees laid down by legislation. The current amounts of these fees can be seen by visiting the Building Control Services' website. A Full Plans Application charge represents approximately 30% of the total charge and must be paid when the plans are left with the Council; the inspection charge accounts for the remaining 70% of the total charge and must be paid when the invoice is sent to you after the first inspection has been completed. In the case of a Building Notice you will have to pay both the plans and inspection fees together at the time of submitting the Building Notice Form. VAT is charged on all Building Control Services' work. Payment can be made by cheque, or by credit or debit card over the phone on 01274 433807.

For further information and the calculation of charges payable, you should contact the Central Vetting Team at Jacobs Well, Bradford by telephone on 01274 431822, or by fax on 01274 435081, or by Minicom on 01274 392613.

Where can I get more information?

Further information can be obtained from Building Control Services' local offices or online at www.bradford.gov.uk/buildingcontrol; or through the planning website (planning.bradford@bradford.gov.uk).

**Department of Regeneration,
Housing Service, 1st Floor South Wing,
Jacobs Well, Bradford,
BD1 5RW.**

www.bradford.gov.uk/housing