

Notification of Stages of Work

The following stages of work are identified as key stages whereby notice should be given to enable the building control surveyor to check for compliance with the Building Regulations:-

1. Commencement (2 days notice)
2. Excavation for foundations*
3. Preparation of sub-base, including insulation and membrane prior to laying oversite concrete*
4. Structural members e.g. timber, steelwork or concrete before covering up
5. Laying of foul water drains, installation of treatment plant and drainage fields*
6. Surface water drainage, when requested by building control surveyor
7. First fix of building services and electrical installation
8. Sound insulation treatment
9. Roof structure and insulation in place
10. Completion of work (5 days notice)

* 1 days notice required

There may be instances when the work being undertaken does not involve some of the above stages or additional stages may be requested where the work is complex or an unusual design is used. In **ALL** cases notice of commencement and completion is required. The building control surveyor will be happy to advise you on other stages of notification applicable to the work.

Notification of stages 1 and 10 should ideally be in writing (**email is acceptable**) All other stages can be by any agreed method e.g. phone

(Note: failure to give notice of certain stages is a Building Regulation offence)

We would be pleased to issue a Completion Certificate, provided we have been notified at all appropriate stages, relevant commissioning certificates have been provided and the work is satisfactory

If you require any further assistance please contact us at:-

By telephone General Enquiries; 01235 422700

By post: Building Control Services, 135 Eastern Avenue, Milton Park, Milton,
OX14 4SB

Email; building.control@southandvale.gov.uk

Website; www.whitehorsedc.gov.uk
www.southoxon.gov.uk