

Customer Application Guide

Which type of application is required?

There are two methods of applying for approval for new work controlled under the Building Regulations.

The type of application will be dependent upon a number of factors and these are considered below. The inspection notification process is the same whichever route you choose

Full Plans Applications

With this type of application you submit one copy of the application form, the required charge and two copies of plans and supporting details showing exactly how your proposal will be constructed. We then carefully check the information against the requirements of the Building Regulations, carry out any consultations, communicate to you or your agent any areas that need addressing or where further information is required. Once the plan is approved, we then carry out site inspections during the construction period.

The main advantage of this form of application is the comfort of having an approval to work with which if followed will satisfy the requirements of the Building Regulations. In addition, more accurate costing can be achieved when you are considering which building contractor you wish to use.

Plans are often submitted by an architect or designer who, understand the level of detail required although some applicants do produce drawings themselves.

Statutory time limits exist that are set down by government in the determining of Full Plans applications. These are 5 weeks but can be extended with your agreement to two months from the date of deposit. It is our intention to provide an initial response within 15 working days. Obviously, the quality of submission and level of detail will lead to faster turn around.

Building Notice

This type of application requires the applicant to submit one copy of the application form and the relevant charge (refer also to guidance notes on the rear of application form). The Building Notice is intended for minor works (usually small domestic applications) but cannot be used where the building is put to a Relevant Use. Detailed plans and supporting information are not usually submitted with this type of application. However, enough detail must be provided in the first instance, in order for us to ensure the correct fee has been paid. The major disadvantage of this form of application is that NO FORMAL APPROVAL is given and therefore greater reliance is placed on the owner/builder to ensure compliance with the requirements of the building regulations.

Additional information can be requested and a greater reliance on communication between the builder and building control surveyor is necessary. Clearly, without approved plans works could be undertaken that could require alteration.

Whilst not strictly a Building Control issue the absence of plans can lead to disputes between clients and their builders. You need to be very sure that you or your builder know all the relevant regulations and you will be able to prove that the works comply with the Building Regulations.

As with the Full Plans application the total charge for the work is paid when the Building Notice is submitted.

So which should I choose?

The choice is yours. Whichever you choose we will endeavour to make the process as seamless as possible through to satisfactory completion.

For smaller works, and with the benefit of an experienced builder, Building Notice applications are often chosen and the majority of work involved is carried out without problems. We simply want you to know all the facts in order that you can make an informed choice.

Completion Certificates

In both cases the application must be made before work commences. A completion certificate is available upon satisfactory completion of the work and is a **very important document**. When you sell the property you will be asked for proof that any work carried out during your ownership complied with all relevant regulations. **Please keep it safe.**

(The Regularisation of unauthorised building work is subject to a separate application, details of which are available from Building Control Services)

For further information on making applications, charges or any Building Control related matter, visit our web pages or email :

website: www.whitehorsedc.gov.uk

www.southoxon.gov.uk

email : building.control@southandvale.gov.uk

Telephone enquiries: (01235) 540357 / 540341

Postal Applications:

Vale applications: Building Control Services, vale of White Horse District Council, Abbey House, Abingdon, Oxon OX14 3JN

Preferred payment by Card 01235 540357 / 540341
Cheque payable to Vale of White Horse District Council

South applications: to Building Control Services, Benson lane, Crowmarsh Gifford, Wallingford, OX10 8NQ

Preferred payment by Card 01235 547651 / 547650
Cheque made payable to South Oxon District Council