



## Total Building Control

### Notice to all domestic applicants - Building regulation approval

Thank you for appointing Total Building Control to perform the building control function. We shall exercise reasonable skill, care and diligence when checking architectural plans and inspecting work for compliance (as far as we can ascertain) with the building regulations and in the performance of all our services. The regulations are intended to ensure that work is carried out with proper foundations, drains, thermal insulation and other matters regarding your building works affecting health and safety. The Local Authority Building Control Department have no involvement in these procedures and we have informed them of this fact.

With all building work, the owner and occupier of the property or land in question is ultimately responsible for complying with the relevant planning rules and building regulations. The role of checking that Building Regulations are, as far as can reasonably be determined, being complied with falls to a Building Control Body – either an Approved Inspector or a Local Authority. The person carrying out the work has the choice of which Building Control Body to use.

The role of building control is to act as an independent third party check and to take such steps as are reasonable to be satisfied that the works comply with the Building Regulations. It is not the role of building control to:

- Provide quality control of the Works.
- Provide a 'clerk of works' service monitoring every stage of the construction process.
- Provide a service to address issues such as the finish and aesthetics of the Works where these are not Building Regulation matters.
- Provide a service to offer contractual protection between the person carrying out the work and the parties engaged in the design and/or construction of such work.
- Provide a guarantee of compliance with the Building Regulations. The appointment of a Building Control Body does not remove the obligation of the person carrying out the work to achieve compliance.

We have carried out building control work on hundreds of properties similar to yours and our experience has highlighted some of the initial issues involved.

Please ensure that the builder lets us know when work is to commence on site to enable inspections of the work to be made by our building inspectors. You must also let us know when works are completed.

When you intend to alter your dwelling by way of extensions, dormers or simple internal alterations, or build a new dwelling; several fees may need to be paid:-

**The Architects fees** – these are paid directly to the person who draws the plans for the alterations. They may include site supervision as well as drawing up the plans and specifications within their service.

**Planning fees** – Planning is part of the Local Authority system and decides if the alterations are in keeping with local area plans. You are responsible for ensuring compliance with these procedures, and further advice can be obtained either from the Architect or us. These fees are paid directly to the Council in your area.

**Building control fees** – These are payable on application:

1. *The Plan fee*; this pays for checking the architectural plans for compliance with the building regulations and to see that they do not show any contraventions to the building regulations. It will be invoiced once the building control procedure is commenced.
2. *The Inspection fee*; this pays for inspections of the works to check for compliance with the building regulations; this is a once only payment no matter how many inspections are carried out by us.

**Insurance** – As an Approved Inspector we maintain professional indemnity and public liability insurance under an insurance scheme which complies with the statutory insurance requirements applicable to Approved Inspectors.

**Party Wall Act fees** - Your alterations may affect your neighbour's property and this Act ensures that the neighbours involved come together and work towards common agreement. Separate fees will have to be paid to a 'Party Wall Surveyor' should this work need to be carried out.



**Energy Performance Certificates:** Please refer to: [www.direct.gov.uk](http://www.direct.gov.uk) and [www.communities.gov.uk](http://www.communities.gov.uk) (search – energy performance certificates), for information on EPC's

**Sewers.** You are advised not to commence work until Total Building Control Ltd has confirmed the location of any public sewers in relation to your new build. There are strict rules in relation to building over/next to public sewers, which may require special agreements from the sewerage undertaker.

#### **Completion of work**

It is very important that you advise us that the work is complete or occupied. Our legislation limits the time of our involvement on the project once it is considered complete or occupied. The worst-case scenario being 8 weeks from occupation or completion. Total Building Control can apply for an extension of time for our involvement, but must be done in a timely manner. If the correct procedure is not followed then the building control function for the scheme could revert to the Local Authority.

#### **Competent Person Self-certification Scheme Certificates**

If the work or part of the work concerned is gas work carried out under the 'Gas Safety (Installation and Use) Regulations 1998' Total Building Control as approved inspectors are not responsible for the compliance of gas work.

**Persons working on gas appliances must be "Gas Safe" registered. It is the responsibility of the person employing the Gas Safe Engineer to check the installer's identity and credentials and ensure that they have the correct qualifications and accreditation to work on your appliances.**

If the work or part of the work concerned is electrical work carried out under Part P (of the Building regulations) Total Building Control as approved inspectors will require confirmation for the compliance of that work, and certification should be sought from the installer and provide us with a copy.

We will require copies of the Electrical Test Certificates issued under a Competent Persons Scheme prior to us issuing our completion certificate. If you have not received your competent persons' installation certificate within 30 days of completion of that work, please contact the installer for your certificate.

**It is the responsibility of the person employing the installer to check the installer's identity and credentials and ensure that they have the correct qualifications and accreditation to work on your appliances.**

When work has been completed to our satisfaction in accordance with building regulations you will receive a Final Certificate. This Certificate needs to be retained with the deeds of the house and any house inspection buyers report as it will be required when you sell the house.

**Complaints procedure** – We are sure the service we provide will be satisfactory, but should you have any worries, please ask to see our complaints procedure, which outlines how we will deal with your concerns.

[file:///C:/Users/Tom.Forey/Downloads/Complaints%20Procedure%20January%202018%20\(3\).pdf](file:///C:/Users/Tom.Forey/Downloads/Complaints%20Procedure%20January%202018%20(3).pdf)

#### **Contract**

We currently work to the Terms of the CICAIR – 'Contract for the appointment of an Approved Inspector', a copy of which is available on request.



Total Building Control Limited are Corporate Approved Inspectors providing a building control service to the construction industry.  
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