

HARTLEPOOL BUILDING CONTROL

Hartlepool Borough Council
Regeneration and Planning Services
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HARTLEPOOL
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INVESTOR IN PEOPLE



What is Building Control?

Many people are aware of statutory control services such as Planning and Environmental Health however many are unaware of the need or importance of Building Control and the Building Regulations they enforce.

Building Control is the process where plans are submitted and inspections are carried out to ensure that building work satisfies the standards set by the Building Regulations.

This information pack aims to give basic background details on the Building Control function offered by Hartlepool Borough Council and its important role in achieving basic health and safety for people in or about buildings.

What are the Building Regulations?

The Building Regulations set minimum standards in the construction of buildings for the health, safety, comfort and convenience of building users.

These regulations are national standards that apply to all types of buildings, such as major shopping mall developments, new houses, extensions to your home and loft conversions.

The Regulations cover all aspects of construction, including foundations, damp-proofing, the overall stability of the building, insulation, water use and energy conservation, ventilation, heating, fire protection and means of escape in case of fire. They also ensure that adequate access and facilities for people with disabilities are provided to buildings.

If a person wants to construct, extend or alter a dwelling or building, it is likely that an application will be required under the Building Regulations.

More information on the Building Regulations may be obtained from the Planning Portal <http://www.planningportal.gov.uk/>

Do I need Building Regulation approval?

It is a legal requirement for anyone carrying out building work (subject to certain exemptions) to make a Building Regulations application.

In order to assist people in ensuring they get the best and most accurate advice on whether applications are required the Council operates a 'FREE' One Stop Shop facility.

By providing the Council with details of your proposals several Council sections will determine the need for any applications and you will receive one letter confirming the permissions you do or do not need for your project.

If you need any specific applications (including Building Regulations) you will be given relevant information and forms and a contact officer name for further advice.

How do I apply for Building Regulation approval

Building Control services are available from two sources:

1. Local Authority Building Control (LABC) – This is the Council's service, details of which are provided throughout this document. <http://www.labc.uk.com/>
2. *Approved Inspectors* – These are private sector companies licensed by the Government to offer a Building Control service. Approved Inspectors must keep the Council informed of any applications they deal with.

Hartlepool (Local Authority) Building Control

Hartlepool Building Control is a member of Local Authority Building Control (LABC) which is by far the largest Building Control organisation in the country.

The LABC has around 4,000 staff operating from approximately 360 offices countrywide with each authority able to offer unique and local knowledge of their area in addition to unsurpassed technical back up from its many members.

Further information can be obtained from <http://www.labc.uk.com/>



Hartlepool Building Control section will assist you to meet the requirements of the Building Regulations and ensure your building work is in compliance with the latest Regulations by providing a quality, efficient service with good customer care and satisfaction.

Key advantages to using Hartlepool Building Control are:-

- Provision of FREE pre-consultation advice (through the one stop shop);
- We actively encourage a design team approach for applications to assist not just in the build and compliance issues but more so to assist in the design process. (This is particularly important for complex / major developments);
- Full statutory consultation and pre-application consultation (as part of the development team) with the Cleveland Fire Service;
- A very close working relationship with Development Control and other Council services to ensure a joined up approach and delivery;
- Our local knowledge of the Borough of Hartlepool may prove invaluable to ensure any known local conditions can be addressed at an early stage to ensure that your project runs smoothly from start to its final completion;
- Should you wish to submit your application electronically we offer the facility of 'submit a plan', which is unique to Local Authority Building Control, this will allow you to submit all plans and documents electronically;
- Same day inspections are offered if booked before 10am;

- We will carry out a full Building Regulation appraisal to the current standards together with specific and fully detailed response to help resolve any issues that may arise. This includes the provision of a building regulation approval notice or conditional/stage approval notice;
- Any necessary Structural or Fire Safety appraisals of submitted design/calculations;
- We will ensure that building work is carried out to acceptable standards by appraising submitted plans and carrying out key stage inspections of the work as it proceeds on site;
- Upon satisfactory completion of the work all necessary completion certificates will be issued to yourselves and the fire service.

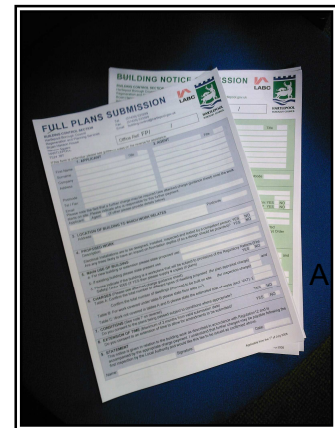
Submitting a Building Regulation application to your Local Authority

There are two methods of obtaining building regulation approval:

1. Full plans submission – the plans deposited are checked to ensure compliance with the building regulations and the work carried out on site is in accordance with those plans subject to any agreed and approved amendments.

This system can be beneficial to finance lenders as both approval certificate for the plans and completion certificate for the site work are available proving the local authorities acceptance of the proposals.

decision on the application will be given within eight weeks of date of submission – with an initial response detailing any necessary amendments given to the applicant within fifteen days of submission.



2. Building notice – This application method is intended for small extensions and internal alterations to dwellings only.

Detailed plans will not be required to be submitted for approval, however specific plans or calculations may be required to clarify certain parts of the construction.

The work on site will be required to comply with the building regulations and a completion certificate will be available proving satisfactory compliance with the regulations.

It should be noted that should you find that your property has had unauthorised work carried out on or after the 11th November 1985 you may wish to submit a Regularisation application.

This can be particularly useful and may be required if you are trying to sell your property and the buyers solicitors require evidence that the unauthorised building work meets the Building Regulations.

If you wish to submit such an application or need any further advice on this matter it is important that you speak to a surveyor to discuss the specific work in question as those constructions that do not meet the Building Regulations may require costly alterations to comply and to allow a Regularisation certificate to be issued.

How are the Building Regulations applied?

Building Control Surveyors check plans / proposals for compliance with the regulations and then inspect the work on site as it progresses to ensure it is in compliance with the Building Regulations.

The technical requirements contained in the regulations are written in a `functional` format, i.e. they describe a general requirement such as "the building shall be safe in case of fire". Complimentary guidance documents (Approved Documents), outline some examples of how to achieve the general aims.

In the Approved Documents references are made to further guidelines contained in a range of documents published by various recognised establishments such as the British Standards Institution.

Site Inspections

Following submission and approval/acceptance of your application, inspection of the progressing work on site, will be carried out following sufficient notification to the local authority at the specific statutory stages or at other intervals should further advice or assistance be required.

In most cases building control must be notified of the following statutory stages of construction in order that an inspection can be carried out:

- commencement of work;
- foundation excavations;
- foundations concrete;
- damp proof course;
- oversite preparation;
- drainage; and
- completion of work.

To book a site inspection you can use the following methods:

Direct tel / text: 523299

Email: building.control@hartlepool.gov.uk

HARTLEPOOL BUILDING CONTROL TEAM



Building Control Manager
Garry Hutchison

Email: garry.hutchison@hartlepool.gov.uk
Direct tel .523290



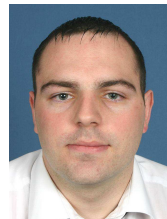
Senior Building Control Surveyor
North team
Peter Sanderson

Email: peter.sanderson@hartlepool.gov.uk
Direct tel. 523292



Building Control Surveyor
South team
James Rutter

Email: james.rutter@hartlepool.gov.uk
Direct tel. 284114



Building Control Surveyor
Mark Taylor

Email: mark.taylor@hartlepool.gov.uk
Direct tel. 523594



Building Control Technician
Carolyn Jackson

Email: carolyn.jackson@hartlepool.gov.uk
Direct tel. 523289



Support Services (Building Control)
Carole Morrow

Email: carole.morrow@hartlepool.gov.uk
Direct tel. 523234



SITE INSPECTION BOOKINGS

Email: building.control@hartlepool.gov.uk
Direct tel. 523299
Text. 523299