



# **LABC**

## **Local Authority Building Control**

Hartlepool Borough Council  
Regeneration and Neighbourhoods  
Level 1, Civic Centre  
Victoria Road  
HARTLEPOOL  
TS24 8AY



**HARTLEPOOL  
BOROUGH COUNCIL**



in partnership with **LABC**



# **Hartlepool Building Control**

☎ 01429 523289

@ [buildingcontrol@hartlepool.gov.uk](mailto:buildingcontrol@hartlepool.gov.uk)

# How Can we help you?

## What is Building Control?

Many people are aware of 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 statutory process of ensuring compliance with the Building Regulations. It is a legal responsibility for those carrying out most types of building work to submit a Building Regulation application and comply with the Building Regulations.

This document gives details of the Building Control function offered by Hartlepool Borough Council and its important role in allowing you to achieve full compliance with the latest Building Regulations and more importantly to build correctly.

## What are the Building Regulations?

The Building Regulations are minimum standards set by Government, for the construction of buildings to provide health, safety, comfort and convenience for building users.

These regulations apply to various types of buildings, such as new flats, new houses, conversions, extensions, loft conversions and other alterations to your home as well as larger projects such as supermarkets, cinemas, factories and shopping centres.

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 many buildings.

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

More information on the Building Regulations may be obtained from the [Planning Portal](#)

## How can we help you?

Hartlepool Borough Council Building Control Surveyors will professionally appraise your submitted Full Plan applications for compliance with the Building Regulations. The team will then fully inspect and assist you as your building work progresses on site. Once the work has been fully inspected and is completed we will issue you with a completion certificate and if applicable we also issue the local fire officer with a fire safety completion certificate.

Further information can be found in our joint Tees Valley Guide published in conjunction with Home and Build - [Guide to extending your home](#)

# What we offer you...

## Our service to you?

Being a part of Hartlepool Borough Council and in line with the Government policy we operate a not for profit service entirely designed around you and your project, with your interests at heart. Our charges are set to provide you with the best customer focused service from the recognised, respected and trusted source of Hartlepool Borough Council.

We are a member of Local Authority Building Control (LABC) by far the largest Building Control organisation in the Country. The LABC has over several thousand staff operating from over 300 offices countrywide which gives us access to unsurpassed technical back up and much, much more. <http://www.labc.uk.com/>

We will assist you to meet the requirements of the Building Regulations and ensure your building work is in compliance with the latest Regulations making it the investment you deserve by providing a quality, efficient and speedy service with good customer care and satisfaction.

key advantages of using Hartlepool Borough Council Building Control service include:

- Provision of FREE 1hr Building Regulation pre-consultation advice;
- Our local knowledge of the Borough of Hartlepool should ensure that any known local conditions can be addressed at an early stage in the design to ensure that your project runs smoothly from start to its final completion;
- Speed of response for site inspections (same day inspections if prior to 9:00am);
- We work closely with you and your agent throughout the project to ensure compliance with the Building Regulations and resolve items promptly and professionally;
- A very close working relationship with Development Control and other Council services to ensure a joined up approach and delivery;
- 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;
- Should you wish to submit your application electronically you can simply do this via the [Planning Portal](#);
- We ensure that your building work is carried out to acceptable standards by carrying out the agreed key stage inspections of the work as it proceeds on site;
- No hidden charges;
- On 'Full plans applications' we carry out a full Building Regulation appraisal to the current standards together with specific and fully detailed responses should the need arise to help resolve matters promptly. The full plans appraisal will also include the provision of a Building Regulation approval, conditional or stage approval certificates once the plans and details are shown to comply;
- Upon satisfactory completion of the work all necessary completion certificates will be issued to yourselves and the fire service.



## Developments completed with Hartlepool Council Building Control:

- Dyke House sports and technology college (extensions and revitalization)
- Jesmond Gardens Primary School (new state of the art primary school)
- Innovations centre (new hi tech business incubation unit complex)
- Innovations centre 2 (large new hi tech complex after the initial success of the first)
- Hartfield retirement complex (large 3 storey timber framed complex of rented and wholly owned flats with a large atrium and several fully accessible bungalows)
- DSS / Hartlepool Mail Office building (brand new purpose built 3 storey buildings and large printing press workshop)
- Middleton Grange shopping centre (enlivenment and mall extensions)
- Vue cinema (new 7 screen cinema)
- Mecca Bingo (new bingo hall)
- Hartlepool Maritime Experience (steel framed, brick, block and timber clad purpose built maritime themed visitor attraction designed to look like a period port)
- Jackson's Landing (large purpose built shopping complex on the popular Marina)
- Navigation Point, Marina (a purpose built busy hub of bars, cafes, shops and flats)
- Asda superstore (new superstore and fit out)
- Tesco superstore (new superstore and fit out)
- Morrison superstore (new superstore and fit out)
- Bryan Hanson House (new 3 storey office complex)
- Bellway homes - (various housing sites consisting of flats and houses)
- Gleasons - (various Housing sites for private and housing association)
- FHM - (various housing sites for 'Thirteen')



## Submitting a Building Regulation application to Hartlepool Council

There are two methods of obtaining current Building Regulation approval:

1. **Full plans submission** – with this submission plans of your development are deposited and then appraised by our qualified Building Control Surveyors to ensure compliance with the Building Regulations. Once the plans show compliance an approval certificate is issued. The work is also risk assessed and an inspection plan is drawn up and the work is then inspected accordingly in line with the approved plans as its construction progresses, before we issue a completion certificate for the completed and compliant work.

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. We aim to appraise all plans within 3 weeks of submission and usually a decision on the application will be given within 5 weeks of date of submission – this 5 week date can be extended to an maximum of 8 weeks to allow for submission of further details by you or your agent.

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.

In addition to the above it should be noted that if you find that your property has had unauthorised work carried out on or after the 11<sup>th</sup> 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. Please contact us direct to discuss such applications.

### Would you like advice?

Don't worry if you wish to submit any application and you require any further advice then please feel free to speak to a member of the team to discuss your specific enquiry.

See our contact details at the back of this document.

The image shows three overlapping forms for Building Regulation submissions from Hartlepool Council. The top form is titled 'Full Plans - Building Regulation submission (DOMESTIC)' and includes sections for: 1. APPLICANT (First name, Surname, Company, Address, Postcode, Tel, Fax, Email), 2. AGENT (Title, First name, Surname, Company, Address, Postcode, Tel, Fax, Email), 3. LOCATION OF BUILDING TO WHICH WORK RELATES (Address, Postcode), 4. PROPOSED WORK (Description, Table A: Confirm the total number of dwellings proposed to be built on site, Table B: Confirm the total internal floor area of the extension, Table C: Confirm the total number of windows, Table D: Confirm the total number of electrical alterations), 5. CONDITIONS (Use note 5 on the reverse), 6. EXTENSION OF TIME (Maximum 2 months from valid submission date), 7. STATEMENT (The notice is given in relation to the building work as described in accordance with Regulation 12 and is accompanied by the appropriate charge payment), and 8. SIGNATURE (Name, Signature, Date). The bottom two forms are 'Building Notice' and 'Regularisation', which follow a similar structure but with different sections for the proposed work and conditions.

## Full plan applications - Plan appraisals

The teams Building Control Surveyors will appraise your submitted Full Plan applications to ensure that they comply with the latest Building Regulations. The surveyors using their vast knowledge will ensure we assist you or your client to comply fully with the Building Regulations and then inspect the work on site as it progresses to ensure it is in compliance with the Building Regulations.

## Site Inspections (Full Plans and Building Notice applications)

Following submission and approval of your Full Plan application or acceptance of your Building Notice application, inspection of the progressing work on site, will be carried out by our qualified surveyors at the specific risk assessed and statutory stages of work. In most cases you will need to inform building control at the following stages of construction (depending on the type of work you are undertaking) in order that an inspection can be carried out and your work checked for compliance:

- commencement of work (statutory);
- foundation excavations;
- external drainage;
- damp proof course;
- damp proof membrane;
- superstructure;
- thermal insulation;
- first fix:
- internal drainage;
- completion of work (Statutory).

On satisfactory completion of your work we will issue a completion certificate which you will require for your loan or mortgage company or should you wish to sell your property.

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To book an inspection simply use the dedicated site inspection hotline 01429 523299

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# Building Control Team

Building Control Manager  
**Garry Hutchison** MRICS

**Direct tel:** 01429 523290

**Email:** [garry.hutchison@hartlepool.gov.uk](mailto:garry.hutchison@hartlepool.gov.uk)

North - Senior Building Control Surveyor  
**Gary Ball** BSc (Hons) Building Control & Eng

**Direct tel:** 01429 523594

**Email:** [gary.ball@hartlepool.gov.uk](mailto:gary.ball@hartlepool.gov.uk)

South - Senior Building Control Surveyor  
**James Rutter** Bsc(Hons) MBEng

**Direct tel:** 01429 284114

**Email:** [james.rutter@hartlepool.gov.uk](mailto:james.rutter@hartlepool.gov.uk)

Building Control Technician  
**Carolyn Jackson**

**Direct tel:** 01429 523289

**Email:** [carolyn.jackson@hartlepool.gov.uk](mailto:carolyn.jackson@hartlepool.gov.uk)

**Site Inspection Booking Hotline**

**Direct tel:** 01429 523299

**Email:** [buildingcontrol@hartlepool.gov.uk](mailto:buildingcontrol@hartlepool.gov.uk)

