



Leeds City Council Building Control Services

Telephone Number: (0113) 222 4409

Fax Number: (0113) 247 8230

Email: building.control@leeds.gov.uk

Web address: www.leeds.gov.uk

Opening Hours

Monday - Thursday 8.30am - 5.00pm

Fridays 8.30am - 4.30pm



Leeds City Council Building Control Services



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1. Introduction

Now that you have received your Building Regulation approval, you will be ready to embark on your building project, unless you have already done so. It is very important that you have all your approvals in order, including any planning consents and the discharge of any conditions that may have been placed on your decision notice.

This booklet is here to help guide you through the process to a satisfactory conclusion and enable us to issue you with a Completion Certificate at the end of the project. The Completion Certificate is a very important document that should be kept safe should you need it in the future, for example conveyancing or insurance purposes.

Whilst this booklet is not totally comprehensive due to its limited size, it does address some of the more obvious concerns you may have and indicate the level of service we provide.

If you are unable to find the answer to your Building Regulation queries in this booklet, please contact us either by telephone, email or fax and we will endeavour to provide you with the appropriate advice. Contact details are available on the main folder.

Post: Leeds City Council
Building Control Services
The Leonardo Building
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Over the years, we have developed a customer focused approach and see ourselves as a member of the construction team rather than a control service.

Our main purpose is to provide a Building Regulations service which includes advice, support, plan checking and site inspections. These are all intended to help you comply with the requirements of the Building Regulations and associated legislation.

2. Electronic Submission of Building Regulations Applications

There is a facility for all customers to submit applications electronically through the Leeds Building Control website. Please visit www.leeds.gov.uk and select 'submit-a-plan' online submission on the right hand side of the Building Control home page. Payment is either by telephone Tel: 0113 247 7999 or by a cheque only made payable to Leeds City Council.

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3. Building Control

Frequently asked questions

Why are Building Regulations and building control necessary?

The simple answer is that Building Regulations, and hence Building Control Services, are necessary to ensure that an acceptable standard of health and safety is achieved for people in and around buildings. They also require adequate access and facilities for disabled persons as well as specifying measures to control energy consumption. However, it must be remembered that they are not a control on the quality of work and materials.

You should make your own separate supervisory arrangements in this respect should you consider it necessary.

When will you need to apply?

The Regulations apply to any 'building work' and therefore you will need to make an application before proceeding. The definition of 'building work' is contained within the Regulations. However, in general terms it covers the erection



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and/or extension of any type of building (with certain exemptions), the installation of works and fittings such as waste appliances, new drainage and heating appliances, alterations to the structure of a building, or work affecting means of escape in case of fire.

Building work does not cover repair items, but certain operations, which you may consider a repair, are not considered exempt under the Regulations and therefore will require an application. Examples of this are underpinning and replacing a defective roof covering with a heavier or lighter tile or slate.

From 1 April 2002 replacement windows and doors have been required to comply with the Regulations and from 1 January 2005 Part P (electrical installation) is required to comply with the Regulations.

Should you have any doubts please check with us, as it may save you considerable time and problems in the future. It should be remembered that even if the work does not require approval under the Building Regulations it may require approval under other legislation i.e. Planning Permission.

What do the Building Regulations cover?

The Regulations cover the greater majority of the constructional elements and details of the building:

- Structural stability
- Fire and means of escape
- Weather resistance
- Sound insulation
- Ventilation
- Sanitary conveniences and bathrooms
- Above and below ground drainage
- Heating appliances
- Stairways and ramps
- Conservation of fuel and power
- Facilities and access for disabled persons
- Safety glazing
- Electrical safety

As you can see, even for the most straight-forward of projects considerable detail is required. You will also note that 'utility supplies' i.e. gas, electricity and water supply are not included; these are subject to regulations applied by the supply company.

How does the system work?

Firstly, a valid application must be received prior to the commencement of any building works.

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This may take the form of a Building Notice or a Full Plans application.

Plans submitted under the Full Plans procedure are examined for compliance with the Regulations and a decision notice is issued at the appropriate time. Under both methods the work is inspected at various stages to ensure the requirements of the Regulations are being met.

With regard to a Building Notice application the full fee is payable at submission. For a Full Plans application fees are split between submission and inspection. Fee information is available directly from our office or on the website. All contact details are available on the main folder.

4. Making a Building Regulations Application

There are two types of Building Regulation applications that you can submit:

1. Full Plans Application
2. Building Notice

Full Plans Application

A Full Plans application may be submitted for any type of building work.

The application requires the submission of full constructional drawings, details and specification of the intended scheme prior to work commencing on site. A Building Control Surveyor will carry out a detailed appraisal of the proposals. You or your agent (if an agent has been appointed) will be contacted for any additional information, clarification or some other form of amendment. Once you or your agent have satisfactorily answered these queries, a formal Notice of Approval will be issued which remains valid for three years from the date of deposit.

You are then safe in the knowledge that providing you build in accordance with those plans and any conditions on the approval, the Regulations will be satisfied. (It should be noted however that the Regulations do not cover everything.)

Minor variations in construction can be agreed as work progresses. Major changes may require amended details to be submitted (variations may need to be dealt with separately and differently under other legislation, e.g. planning permission).

Advantages of making a Full Plans application are that our staff can advise on:

- Design and layout
- Structural design and local ground conditions

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A Full Plans application should be accompanied by:

- Two copies of detailed drawings of the proposed building work, or four copies for buildings covered by fire safety legislation. The plans should be drawn to scale of not less than 1:100.
- Two copies of a site or location plan drawn to scale of not less than 1:1250 which show the proposal and site boundaries.
- Two copies of any specification which accompanies the drawings.
- Where four copies of the plans are required (commercial developments), fire safety drawings must be included showing: fire resistance, compartmentation, fire detection and alarms, emergency lighting, means of escape and signage.
- Two copies of structural design and calculations.
- The completed application form x 1, estimate of cost of work and the appropriate charge.

NOTE: Application forms and fee information are available from our office or are downloadable from the websites. Contact details are available on the main folder.

Building Notice Procedure

A Building Notice application can only be submitted for minor works and does not require the submission of plans with the Notice, other than in the case of the erection or extension of a building, where a block plan at a minimum scale of 1:1250 is required. We may however, require further details to be submitted during the construction process. Without them, they are unable to ensure compliance with the Regulations.

Although this process may appear advantageous it has disadvantages:

- You and/or your builder have no approved plans to work to. Whilst the inspecting surveyor will endeavour to anticipate problems, delays and costly remedial works may be necessary if the work carried out does not comply with the Building Regulations.
- You may find that without plans you and your builder have different ideas in respect



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of detail and general design issues outside of the Building Regulations. Enforcement of any 'contract' between you may prove difficult.

- The estimate the builder gives you may prove inaccurate without the benefit of full design information.

NOTE: Application forms and fee information are available from our office or are downloadable from the websites. Contact details are available on the main folder.

Delays in either application type will occur if forms are not completed correctly, the required information is not submitted or the correct fee is not enclosed.

Fees for Building Regulation Applications

Full Plans application – attract a plan fee to be paid when the application is deposited. Once work has commenced and the first inspection has been carried out you will be invoiced for the inspection fee, which covers all subsequent inspections.

Building Notice application – the total of the plan fee and the inspection fee is to be paid when the Building Notice is deposited. Cheques should be made payable to Leeds City Council.

5. Regularisation

If you have carried out building works without first obtaining Building Regulations Approval you could face prosecution by the Council. This course of action would only be taken as the last resort.

You have the facility available to you, to apply for a Regularisation Certificate.

How to make a Regularisation Application:

You will be required to submit one copy of a Regularisation Application Form. These are available from our office or downloadable from our website. All contact details are available on the main folder.

Provide any constructional details and any other relevant documentation you may have.

Two copies of a site location plan scale 1:1250.

The appropriate fee equal to the comparative Building Notice charge before VAT, plus an additional 20% - please note VAT is not applicable.

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Once you have submitted an application you will be asked to open up and uncover work as directed by the Building Control Surveyor so that it can be inspected. This may, for example, involve digging a hole alongside foundations and removing sections of wall or ceiling. The Building Control Surveyor will advise you at the earliest possible opportunity.

Provided that the work is found to be satisfactory and in compliance with the Regulations, a Regularisation Certificate will be issued. This will act in the same way as a Completion Certificate.

6. Inspection Process

To ensure that your building work complies with the Building Regulations and other relevant legislation, the Building Control Surveyor will carry out inspection of your work as it progresses. The Building Control Surveyor will normally liaise with the builder, however if the applicant wishes to meet with the Building Control Surveyor please advise your builder or contact the office directly.

Once you or your builder has decided when to start, you must contact us when work commences on site. A Building Control Surveyor may call on the commencement date to introduce him/herself, briefly discuss the job and answer any questions. To request a site inspection please contact us before 9.30am on the day you require the inspection (except for completion inspections).

Site inspections are carried out, on request, at a number of stages. Use of the Building Notice procedure may require additional inspections. These are set out below with notes, which may assist you or your builder.

1. Commencement – He will use the opportunity to generally discuss the project, remind the builder of any conditions on the approval and check that the site is as shown. However, this is usually combined with the excavation inspection.
2. Foundation excavation – This inspection is to ensure that the ground is capable of supporting the proposed building. The Building Control Surveyor will consider various aspects during this inspection, including:
 - (a) the load bearing capacity of the ground;
 - (b) the proximity and depth of any drain;
 - (c) any indication of filled ground, generally or limited areas;
 - (d) the depth of existing foundations;
 - (e) proximity of trees, or trees already removed.

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The minimum foundation depth is usually 750mm as a guide but is dependent on local ground conditions. However, this will be dependent upon any trees which may be close by.

3. Foundation concrete – There is little to be gained by just inspecting concrete in the ground. It is generally more useful for the block work to be built up to damp-proof course level and the inspection carried out before backfilling. The position of the walling on the foundations can be checked and any special details inspected.
4. Oversite – The main points will be the suitability of any hardcore used, sand blinding to protect the damp-proof membrane, the d.p.m. itself is of the correct thickness and any joints are rolled or taped, sufficient d.p.m. is left turned up the walls to tie in with d.p.c. (new and existing), the floor insulation is laid with tight joints and turned up at the edge of the slab.
5. D.P.C. – The damp-proof course will be checked to ensure suitability and width of material, laps at joints lapped over existing d.p.c., clear of the cavity internally. The d.p.c./cavity arrangements at the junction with the existing will also be checked. Any concrete fill within the cavity must finish at least 225mm below d.p.c. level. Generally there is no objection to some walling having been laid above d.p.c. level, when the inspection is carried out. This enables us to ensure external wall construction is correct at this level.
6. Laying of drains – A number of details, including those listed below, will be looked at on this inspection and the request should be submitted before the drains are backfilled.
 - (a) suitability of material used;
 - (b) fall and line of drain;
 - (c) material used for bed and surround;
 - (d) access points.
7. Floor joists (optional) – The size, grade and centre of joists will be checked together with bearings, lateral restraint straps and herringbone strutting.
8. Roof timbers (optional) – Again, size, grade and centre of timbers together with bracing, lateral restraint and wall plate straps will be checked. It is advisable to request the inspection prior to felt and battens being applied.



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9. Test on drains – It may be necessary to test above and below ground drainage to establish water tightness. It is helpful if the test can be set up and ready for the Building Control Surveyor when he calls. It is appreciated that this may cause difficulty when existing drains are affected.

10. Occupation and Completion – This is the inspection for which notification is often forgotten. However, it is in your interest as many items can be checked at this stage, such as:
 - (a) fire precautions and requirements (these can apply even in a small extension);
 - (b) ventilation to rooms and roof voids;
 - (c) waste details;
 - (d) roof covering and insulation;
 - (e) staircase details;
 - (f) safety glazing.

Completion Certificate – the certificate will be issued on satisfactory completion of the work only if:

- All the relevant inspections have been carried out and any remedial works completed. The Building Control Surveyor will make it clear if a re-inspection is required.
- The appropriate approval has been issued and all conditions have been discharged.
- All relevant certificates have been provided i.e. Standard Assessment Procedure calculation (SAP), Energy Performance Certificate (EPC), sound test reports, electrical test certificates and air test reports etc.(if appropriate).
- There are no outstanding charges.

It is in your own interest therefore, to ensure that you or your builder gives all the necessary notifications for inspection.

It is also advisable for the completion inspection to be carried out before your business relationship with your builder has terminated. Failing this, any remedial work required may be your responsibility to complete. This may also delay the sale of your property because if the completion inspection has not been undertaken it will be declared as an outstanding matter on any legal search carried out by the purchaser's solicitor. The Completion Certificate is also important for your Home Information Pack (HIP) when selling your property.

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7. Other Building Control Functions and Services

Dangerous Structures

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To report a dangerous structure within the Leeds area call:

Office hours – 0113 247 8062

Demolitions

Leeds Building Control Services administers the demolition of buildings as directed by the Building Act 1984, ensuring that the correct procedures and notifications are undertaken prior to the demolition of buildings.

Standard Assessment Procedure (SAP)

All new dwellings and conversion projects need a Standard Assessment Procedure (SAP) Energy Rating to comply with current building regulations. SAP is the Government's Standard Assessment Procedure for the energy rating of dwellings. It provides a simple means of reliably estimating the energy efficiency performance of dwellings. SAP ratings are expressed on a scale of 1 to 100 – the higher the number the better the rating.

To help you in achieving approval we are now able to offer a SAP assessment service for a nominal fee. This facility is available to anyone inside and outside Leeds and not just those who use Local Authority Building Control.

Contact us with your requirements and we will put together a final price whatever the size of your development.

All we require is a full set of scaled drawings plus other information which you provide via our simple SAP rating information sheet available to download as a PDF from our web site.

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By law E.P.C.s can only be produced by an Accredited Energy Assessor. Here at Leeds Building Control we have two Accredited Energy Assessors who can carry out an energy performance assessment on newly constructed domestic buildings and dwellings created by change of use.

For information please contact us on (0113) 247 8106 or 247 8104

Street Naming and Numbering

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For further details contact (0113) 247 8211 or (0113) 222 4409

LABC West Yorkshire Built In Quality Awards

LABC West Yorkshire Built in Quality Awards recognise imaginative design and quality workmanship throughout West Yorkshire district. It is intended that it will be judged on the overall construction package from the design concept through to completion of the development. The awards are divided into a number of categories so that all types of development are eligible for nomination. The LABC West Yorkshire Built in Quality Awards are organised and hosted by representatives from the Building Controls at Bradford, Calderdale, Kirklees, Leeds and Wakefield councils.

The only requirements are that the development must have been completed within the last twelve months and our Building Control Surveyor may choose to nominate the development after completion.

8. Access for the Disabled – Dwellings

Access to Dwellings

All users (including disabled users) should be



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able to get into buildings and use their facilities, both as visitors and as people who live or work in them. They should also be able to use sanitary conveniences in the entrance storey (sometimes called the principal entrance storey) of a new dwelling.

The Building Regulations require that new dwellings are built in a way that allows people to stay in their homes longer and also gives all users a greater level of choice when choosing a dwelling. It makes new dwellings more accessible.

When do the Building Regulations apply?

1. When you are building a new dwelling.
2. If you are altering a dwelling the access should be no worse than before (less accessible) e.g. removal of a toilet on the ground floor and moved upstairs or there is a ramp to the main entrance door and you replace it with steps.

Areas that are covered by the Building Regulations

Note: These may have specific design criteria attached to them.

Approaches to the dwelling: From the edge of the garden to the door.

- Level Approach, Ramped Approach and Stepped Approach.

Access into Dwelling.

- Thresholds.
- Main entrance doors.

Corridors, passageways and internal doors within the entrance storey.

- Width of corridors.
- Obstructions in corridors.
- Width of doors off corridors.

Vertical circulation within the entrance storey.

- When you can have a change of level within the entrance storey.

Switches and Sockets in Dwellings.

- These should be at the right height.

Passenger lifts and common stairs in blocks of flats.

- Design of Common stairs.
- Lifts and their designs.

WC provision in the entrance storey of a dwelling.

- Providing a toilet in the entrance storey of a dwelling.
- The design of the toilet.

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9. Complaints / Compliments

You can make your complaint / compliment using the official procedures in the following ways:

- using an online form
- by telephone
- in writing
- by e-mail
- by requesting or downloading a copy of the Complaints Procedure Form, complete and return the form

In the first instance please send the complaint / compliment to the Development Enquiry Centre address.

Please try to include as many details as possible including dates, times, the nature of the complaint /compliment, any Surveyors involved and whether you feel the complaint is as a result of direct discrimination. A friend or relative can act on your behalf if you wish. When making the complaint, please ensure you keep details of who you made the complaint to, again including dates and times if possible.

What do I do if I am not happy with the outcome of my complaint?

We will investigate your complaint and if you are not fully satisfied with our response following a full investigation, then you may complain to the Local Government Ombudsman. Instructions on how to do this will be enclosed with our final response letter to you.

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