



Understanding the Building Regulations Service - Your questions answered.

When do I need Building Regulations Approval?



- When you erect or extend a building.
- When you materially alter a building e.g. carry out structural alterations.
- When you extend or alter a controlled service within a building e.g. new or existing drainage.
- When you want to change the building's fundamental use.



Are any building work proposals exempt from Building Regulation approval?

Yes - please refer to 'A Guide to Exempt Buildings'.

What do we mean by a change of use?

- When a building that was not previously a dwelling is used as such.
- Where a building contains a flat where previously it did not.
- When a building is used as a hotel, hospital, residential home or boarding house where previously it was not.
- When a building becomes a public building (e.g. school, theatre, hall, church) where previously it was not.
- When a building which contains one dwelling, contains a greater or lesser number of dwellings than it did previously.
- When a building which was exempt from the requirements of the regulations, ceases to be so.

Having read the 'Guide to Exempt Buildings' you should now decide whether your building proposals need Building Regulations approval and or planning permission. If you are in any doubt please telephone (01978) 292050 and a Building Control Surveyor will be pleased to offer advice.



I believe I need Building Regulations approval. What do I do next?



There are two ways in which you can apply to us for building regulation approval:-

- *Either by depositing FULL PLANS*
- *or, by the BUILDING NOTICE procedure.*

Note that if you are proposing to erect a dwelling fronting a street, or a building containing offices, shops, hotels, boarding houses, factories etc you must deposit FULL PLANS.

What are the differences between the two procedures?

The benefits of the FULL PLANS procedure are:-



- We will advise you on the Building Regulations at the design stage of your project, which means your plans are more likely to be passed by the Local Authority with minimal delay.
- We will endeavour to give you a decision within three weeks.
- You will be sent a copy of the approved plan for your records.

The benefits of the BUILDING NOTICE procedure are:-

Where the building proposals are for minor work the Building Notice procedure is simpler than the Full Plans procedure. However there are limits to its use as stated overleaf.

It is a good idea to use a Building Notice where the proposed work is not too extensive or complex, but beware complex or unusual designs such as loft conversions often require the provision of additional supportive information such as detailed design drawings and structural engineers calculations - any delay in supplying such information can impede the progress of work on site and accordingly we strongly recommend that all design solutions are agreed prior to work commencing on site.

Will I have to pay for Building Regulations approval?

Yes, we are obliged to make a charge for the work of administering the Building Regulations. The initial amount you have to pay will depend on whether you choose the FULL PLANS or BUILDING NOTICE procedure. To calculate the correct charge refer to Wrexham's 'Scheme of Charges', but please do not hesitate to call to agree a charge beforehand

If I opt for the Full Plans procedure what should I do?

Read the leaflet 'A Guide to the Full Plans Procedure' it is a simple step by step guide. If you are still unsure what you should do please telephone the Building Control Surveyor for an informal chat on (01978) 292050.

If I opt for the Building Notice procedure what should I do?

Read the leaflet 'A Guide to the Building Notice Procedure' it is a simple step by step guide. If you are still unsure what you should do please telephone the Building Control Surveyor for an informal chat on (01978) 292050.



When can I start work?

You do not have to wait for the plans to be passed before starting work, however having them passed gives you some protection against unnecessary costs. After you have given us a Building Notice or sent us plans you can start work provided you contact us and arrange for a Surveyor to inspect. Information may be requested to justify certain items (e.g.

structural calculations for timber beams and steelwork).

If you proceed with the work without having notified us you may be asked to undo it so that the Building Control Surveyor can check whether it complies with the Regulations. Our Building Control Surveyor will work closely with your contractor to ensure your project runs smoothly, on time and in compliance with the Building Regulations.

The Party Wall etc Act 1996 may be applicable, and may also require you to serve statutory notice on an adjoining owner to seek agreement on your proposals prior to commencing the work. If you require further advice or guidance please ask.

Replacement windows/doors

Read the leaflet Guide to Replacement Windows/Doors to existing dwellings.

Mae'r daflen hon ar gael yn Gymraeg. Ffoniwch 01978 292050 am eich copi.

A large print version of this leaflet is available. Telephone 01978 292050 for your copy



BWRDEISTREF SIROL
wreccsam



For further information contact:

Chief Planning Officer,
Lambpit Street, PO Box 1290,
Wrexham, LL11 1WL.

Telephone: (01978) 292050.

Fax: (01978) 292502.

www.wrexham.gov.uk/planning

Adopted October 2002.