

be the case a Certificate of Completion will then be issued to you.

It is an offence against the Building Act to occupy or use a building without a Certificate of Completion.

Enforcement

If work is being carried out without a warrant or contrary to the warrant granted, Building Control staff will endeavour to resolve the problem through discussion and consultation. In most cases this usually brings about a satisfactory solution.

However, where these matters are not resolved this could ultimately lead to the Council having the work altered, reinstated or removed and charge the costs involved to the owner.

It is the responsibility of the owner of a building to ensure that work is carried out in accordance with the approved plans, Building Regulations and the correct building procedures.

Guidance & advice

Building Control staff are available during office hours (9.00am to 5.00pm Monday to Friday) to provide general information and advice in relation to building matters. Staff will always try to help; however, in the case of a specific enquiry, it may be more appropriate to make an appointment to discuss the matters with Building Control staff, either on site or in the Building Control office.

Quality of work

There is no provision in the Building Act or Building Regulations to ensure a particular standard of workmanship. **The issue of a Certificate of Completion does not offer a guarantee of good workmanship, merely that the work has been completed in accordance with the warrant granted and meets the minimum Building Regulations.**

The responsibility for ensuring the standard of workmanship lies with the owner of the building and therefore consideration should be given to the engagement of a suitable person to act as Clerk of Works.

REMEMBER YOU MAY ALSO NEED PLANNING PERMISSION – Please check with Planning Staff.

If in any doubt, please contact your local Planning and Building Control Office; details of locations given in Leaflet 1.

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This series of leaflets is intended to give you some general advice and guidance on the planning and building control system; they are not a definitive guide to the law. Please note that this list is being added to on a regular basis.

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Leaflet 3

The Building Control Process

Planning & Building Control Help & Advice Leaflets



The Highland Council
Comhairle na Gaidhealtachd

SERVING The Highland Community

The building control process

These notes have been prepared to explain briefly the procedures involved in making an application for warrant, the stages of the warrant process and the aims of Building Control staff to provide a high standard of service for you.

Building warrant application

The design and construction of buildings is controlled by ensuring applications for building warrant comply with the Building Regulations. The Regulations apply to most classes or types of building and the use for which a building is intended. A building warrant is usually needed where you intend to:

- Erect a building.
- Alter an existing building
- Extend an existing building
- Carry out structural alterations
- Change the use of a building
- Install services
e.g. Locating an oil or gas tank and the installation of a flue serving boiler
- Demolish a building

Not all work requires warrant approval. If you are in any doubt please call the Area Planning and Building Control Office for advice.

Making an application

An application for warrant must be made on a standard form and be accompanied by three sets of scaled drawings showing the proposal. A specification of building materials, methods of

construction and, in some cases, larger detailed plans may also be required. A location plan and block plan are necessary to identify the position of the building in relation to site boundaries and underground services, eg drainage, etc. The application must also be submitted with a fee. The fee is based on the estimated costs of construction. A fee scale is enclosed with the information sheets accompanying the application form.

Please be aware that there may be other matters of a technical nature which need to be addressed and which have cost implications; for example, drainage, SAP ratings, flood prevention measures etc. Where structural work is proposed the application must be supported with a Structural Engineer's Design Certificate and two copies of detailed structural drawings.

Assessment of the proposal

The application for warrant will be assessed for compliance against the Building Regulations. Any points of non-compliance will be identified and reported to you or your agent in writing. If the points are few and of a minor nature these can be marked on the drawings provided this is agreeable to you. This will avoid delays and will allow the application to be processed sooner.

Depending on the type of warrant application, it may be necessary for the Building Control staff to consult with various bodies before assessment of the application is complete. After the consultees have responded positively and the Building Control Officer is satisfied your application complies with the Building Regulations, your building warrant will be granted.

The length of time it takes for checking an application will vary depending on the size and

complexity of the application but the Council will endeavour to respond within 15 working days from the date of submission of a valid application.

It is an offence against the Building Acts to start work before a warrant has been granted.

Site inspections

Inspection of building work in progress is a very important part of the building process and the Local Authority must be able to verify the structures erected meet the appropriate Standards. You are required to notify Building Control when:

- Work is due to start on site
- When drains are ready for inspection and testing
- When building work is complete

This allows the Building Control Officer an opportunity to carry out the necessary inspections and tests to ensure the work under construction meets the minimum Building Standards. Failure to notify Building Control any of the various stages of construction could result in the Council being unable to issue a Certificate of Completion.

Certificate of completion

Once work is completed on site you must apply for a Certificate of Completion on the standard form and submit this to the Building Control Office together with the Compliance Certificate of Electrical Installation form signed and dated by the person responsible for the electrical installation. Building Control staff will then arrange to inspect the building to ensure this has been constructed in accordance with the approved building warrant plans and specifications. Provided this is found to