

## Highlands and Islands Building Standards Consortium

*The Highlands and Islands Building Standards Consortium comprises of the building standards teams of the Highland Council, Comhairle nan Eilean Siar, Orkney Islands Council and Shetland Islands Council.*

*As a consortium we work towards improving consistency of process and interpretation, and engage nationally with Local Authority Building Standards Scotland and the Scottish Government.*

*A Consortium Lead and Technical Representative are appointed each year.*

*Please contact your particular Council for further information.*



The Highland Council  
Headquarters  
Glenurquhart Road  
Inverness  
IV3 5NX  
01349 886606

Shetland Islands Council  
Grantfield  
Lerwick  
ZE1 0NT  
01595 744800

Orkney Islands Council  
School Place  
Kirkwall  
Orkney  
KW15 1NY  
01856 873535

Comhairle Nan Eilean Siar  
Sandwick Road  
Stornoway  
Isle of Lewis  
HS1 2BW  
01851 822692



## **CONSTRUCTION** **COMPLIANCE** **AND** **NOTIFICATION** **PLANS** **(CCNP'S)**



**Highlands and Islands Building Standards Consortium**

**September 2013**

# Construction Compliance and Notification Plans (CCNP's)

## A Construction Compliance & Notification Plan (CCNP)

is required for all approved building warrants for domestic buildings applied for on or after 1<sup>st</sup> October 2012. From 1<sup>st</sup> October 2013 non-domestic buildings will also be included in this requirement.

The Highlands and Islands Building Standards Consortium members, as appointed Verifiers of building standards by the Scottish Government will produce this plan and include it in the documents sent out with the building warrant approval.

During the building warrant approval process our surveyors will carry out a risk assessment of the proposed works taking into account the size and complexity which allows a CCNP to be created and issued.

## What is the Plan for?

This plan sets out the construction stages that we have identified for site visits or other alternative methods to check compliance.

They are categorised as Mandatory (M) or as Notification (N).

The CCNP clarifies the Key Construction Stages when you should notify your Council and the purpose of those notifications.

## What do I need to do?

It is important that the required inspection stages outlined in the CCNP are incorporated in your builder's schedule of work.

You are required to notify Building Standards of commencement of works 7 days prior to works starting and 7 days prior to any other stages prescribed within the CCNP.

It is important to make sure the CCNP notifications are made to your Council so the potential for disruptive inspections is minimised.

The CCNP will also detail any alternative to site visits deemed appropriate by your Council depending on the size and complexity of the project.

CONSTRUCTION NOTIFICATION PLAN				
PROJECT PLAN				
Building address: 4 Jones Brae Croy Inverness IV2 6DD		Building owners details: Mr And Mrs Smith 4 Jones Brae Croy Inverness IV2 6DD		
Type of building: Detached	Building Warrant reference: 130000041			
Contact details of inspection officer:		Name: Frank Doherty Tel: 01463 999999 Mob: Email: Frank.Doherty@highland.gov.uk		
Key Construction Stages (site visit)	Status	Notes for Applicant	Appropriate Alternative Evidence (Non-site visit)	Fulfilled Y/N
Commencement	M	Send commencement notice to verifier at least 7 days prior to starting on site		Yes/No
Foundations	N	Advise verifier when foundation trenches have been excavated and ready for inspection, prior to the concrete being poured. Please give 7 days notice.		Yes/No
Completion	M	Submit Completion Certificate and any relevant paperwork. Please allow 14 days notice for inspection.		Yes/No

• M Mandatory  
• N Notify