



These notes are to be read in conjunction with the City of Lincoln Council application form for Full Plans, Building Notice and Regularisation submissions.

These notes are for general guidance and relate to applications for Building Regulation approval under the Building Regulations 2010 and the Building (Local Authority Charges) 2010.

If you have any difficulty with this guidance or in completing your application, please call our technical support team on (01522) 873427 who will be happy to assist you.

GENERAL GUIDANCE

1. The applicant is the person on whose behalf the work is being carried out, usually the building owner.
2. One copy of the application form should be completed and submitted together with the appropriate fee charge (shown in the Building Control Charges), and the plans/particulars detailed below.
3. Where the proposed work includes the erection of a new building or extension, the form should be accompanied by the following:-
 - 3.1. A block plan to a scale of not less than 1:500 showing:
 - a. The size and the position of the building and its distance to adjoining boundaries;
 - b. The boundaries of the site and the size, position and use of all other buildings on the site;
 - c. The width and position of any street adjacent to the site;
 - d. The provision to be made for the drainage from the building or extension.
4. Building Notices cannot be used for work in commercial non domestic buildings or buildings which are governed by the Regulatory Reform Order 2005. Building Notices can be used where the work or extension of a building affects a public sewer where the sewer is not more than 150mm diameter, the length of build over does not exceeds 6.0m, the sewer is not within 3.0m of the building or more than 3.0m deep and no inspection point (manhole) falls inside the building.

PARTICULARS AND PLANS WHERE A BUILDING NOTICE IS GIVEN

Anyone who submits a Building Notice should be fully conversant with the requirements of the Building Regulations and construction techniques necessary to undertake the work, Applicants who do not have the necessary knowledge are asked to seek professional help from an architect.

1. A Building Notice may only be used for the erection, extension or alteration to domestic premises.
2. Where the proposed work involves the provision of an unvented hot water storage system, a Building Notice will need to be accompanied by a statement giving:-
 - a. The name, make, model and type of hot water storage system to be installed;
 - b. The name of the body, which has approved or certified that the system is capable of complying with the requirements of Part G of the Building Regulations.
 - c. The name of the body, which has issued any current registered operative identity card to the installer or proposed installer of the system.
3. Where the building work involves the formation of a room in the roof space of a dwelling the Notice should be accompanied with structural design details and calculations from a suitably qualified Structural Engineer where appropriate.

4. Where a Building Notice is given, Lincoln City Council Building Control may ask for information from the applicant if this is necessary to prove that the work can comply with the regulations

REPLACEMENT WINDOWS

Work involving replacement windows will need to comply with fire safety means of escape in case of fire, as well as other relevant parts of the Regulations.

FULL PLANS APPLICATIONS

1. Only one copy of the plans will be required for domestic buildings and three plans for non domestic buildings
2. Where work involves the formation of a room in the roof space the application should include one set of plans showing each floor level in the building with structural design details and calculations from a suitably qualified Structural Engineer where necessary.
3. Section 16 of the Building Act 1984 allows the council to pass plans with conditions. These conditions will need to be cleared before work starts on site. The conditional approval of plans can speed up the initial passing of the plans
4. Extension of time – When submitting Building Regulation application you can give the council and extension of time, up to 2 months, to deal with your plans approval decision.

REGULARISATION APPLICATIONS

Applications for Regularisation are acceptable when building work has been carried out without permission. Building Regulation 18 is used to deal with these applications. This type of application will require plans to be submitted to the Council and site inspection may require work to be uncovered to see whether it complies. This can be discussed and agreed on site with the Building Control Officer.

CHARGES

For the relevant Building Control charge for your project please contact Building Control Services on the number below. Payment can be made online, over the phone or by cheque, which should be made payable to City of Lincoln Council.

PLANNING PERMISSION

It should be remembered that often Planning Permission may be required under the Town and Country Planning Acts for the work you are proposing. Further information on planning matters can be obtained from the Development Team who can be contacted on 01522 873484.

EXPIRY OF APPLICATION

All Full Plans approvals and Building Notice applications will automatically expire three years from the date of validation unless the work has started before the expiry of the three year period.

Further guidance and advice can be obtained from:

Building Control Services	Tel: 01522 873429
City of Lincoln Council	Fax: 01522 567934
City Hall	Email: building.control@lincoln.gov.uk
Beaumont Fee	Website: www.lincoln.gov.uk
Lincoln	
LN1 1DD	

All Building Control Officers have direct line contract numbers and email address which we encourage customers to use. A list of these contracts is available online or from the office.