

**Q. I must obtain Compliance Declarations from my architect/designer and the builder/contractor. However, they do not want to sign the form, so what can I do?**

**A.** *The Client, Principal Designer and Principal Contractor are required under legislation to sign to say that they have carried out the work in accordance with the Building Regulations when complete. They may note dates they were working on the project but are required to sign them.*

*In circumstances where there is a stalemate you should contact your RBI (Registered Building inspector) to discuss.*

**Q. My architect says they will not sign the declaration as they had no input on site, what can I tell them?**

**A.** *The Client, Principal Designer and Principal Contractor on any project must sign a declaration when works are completed to enable the Building Control Body to issue a final certificate. This is a requirement of the Building Safety Regulator. There is no expectation that designers will have to attend site – just that they must fulfil their duties under Part 2A of the Building Regulations. We would advise any designer or contractor to read Part 2A of The Building Regulations 2010. On completion, the principal designer is required to declare that they have fulfilled their duties as a principal designer – not that the work carried out on site is compliant.*

<https://www.legislation.gov.uk/ukxi/2010/2214/part/2A>

*If it is proving impossible to obtain this declaration you should contact your RBI (Registered Building Inspector).*

**Q. I have been told the Building Inspector can tell me how deep my foundations need to be, is this correct?**

**A.** *No, the Building Inspector is not allowed to advise on any construction work, he or she can only check that the work appears to be in accordance with a design. All work should be carried out as designed by an engineer or competent person and should have been provided with adequate time for checking by the Building Control Approver.*

**Q. Can the Building Inspector tell me if the steel beam in the knock through looks adequate and the insulation installed in the roof is thick enough?**

**A.** *As with all construction works, these items (and other construction elements) should be designed by a competent person in accordance with Building Regulations. The Building Inspector is not allowed to assist in the design or assist with designs on site.*

**Q. I want to start work; however, I don't have any drawings or details to offer to Building Control**

**A.** *It is very important that the Client has collated all the information required to commence and complete the project. Building Control cannot assist with design and any construction not appearing to be compliant with the Building Regulations will result in a contravention notice being issued.*

*Prior to works commencing, all drawings, details and calculations should be forwarded to CBC so that a full plan check can be carried out and any apparent non-compliant design can be resolved.*

**Q. I have a contravention Notice, what does this mean?**

**A.** *If you have received a contravention notice from us, there are items listed that MUST be actioned within the timescales notified. Failure to carry out the works or provide the information will result in the Initial Notice being cancelled and you will need to apply to the Local Authority to continue the works and provide a building control service.*

*This is a last resort and CBC highly recommend that you engage with the allocated Registered Building Inspector to assist in explaining what is required as early as possible.*

**Q. What is the difference between ‘Start on site’ and ‘Commencement’?**

**A. Start on site**

*Start on site is when the actual work is started, and the client should give building control at least 48 hours’ notice of this for inspections.*

*Note: Notification of commencement must be given not more than five days after the date on which work is regarded as commenced.*

**A. Commencement**

*For Non-Complex Buildings or Horizontal Extensions of a Building, commencement of these buildings will be the date at which the sub-surface structure of the building or extension, including all foundations, basement level (if any) and the structure at ground floor level is complete.*

*Where the work consists of any other building work, the work is to be regarded as commenced at the stage when the client considers 15% of the building work will be completed.*

**Q. What is a Geotagged photo, do I need them?**

**A.** *Geotagging is a way of storing location data with your photos, allowing you to place your photos on an exact location on a map. It stores the position's latitude and longitude as two numbers in the image file's EXIF data, which stands for Exchangeable Image File Format*

*This is important when providing evidence of compliance to energy assessors and building control.*

**Q. What is the difference between planning drawings and Building Regulation drawings?**

**A.** *Planning Drawings are produced to submit the project proposals to the Local Authority along with various other required documents. These drawings are to indicate the size, location and aesthetics of the project. Along with an indication of the external materials to be used.*

**A.** *Building Regulations drawings are produced to enable the Building Control body to check the structure, layouts and materials against the Building Regulations. They will be more detailed drawings and will also contain a specification which is used by the Registered Building Inspector to check the proposals and respond to the client regarding any apparent non-conforming design elements.*

**Q. What is needed for a BREL report?**

**A.** *The Buildings Regulations England Part L (or ‘BREL’) reports are produced by SAP assessments to show if homes use less energy and produce lower carbon emissions. (contd....)*

*You must use your SAP assessment to get the following two BREL reports for each new home:*

- *the design stage BREL report - produced before any building work starts*
- *the as-built BREL report - must be signed by the SAP assessor and builder*

*If you are constructing dwellings you should engage with a SAP assessor during the design phase of your project.*

**Q. Can I sign all the declarations?**

**A.** *Declaration must be signed by the person responsible for that element of the project. The client should not sign on behalf of the Designer or Contractor.*

**Q. When is a Buildover Agreement needed? What is the difference between a private drain and public sewer?**

**A.** *A build over agreement (BOA) is usually required by the water authority when a part of the construction is to be built within 3 metres of a public sewer. Compliance Building Control will consult with the water authority where appropriate, to check if a BOA is required. However, the client should also engage with the water authority and complete any forms required by them prior to works commencing.*