

1 What are the building regulations?

The building regulations are legal requirements that protect your health and safety when you are in and around buildings. The regulations also cover things like saving energy and making buildings suitable for disabled people.



2 Do I need building regulations approval?

You will need building regulations approval if you are:

- constructing a new building or extending a building, for example with an attached storage area;
- making changes to the structure of a building, for example removing part of a load-bearing wall;
- changing how a building is used, for example making a flat above a shop;

- providing new drainage or extending or changing drains, for example adding a new staff toilet; and
- making changes to the layout by moving partition walls or doing shopfitting work.

Some small detached buildings may not be covered by the building regulations. If you need to know whether or not your proposals will need permission, please call us on 020 8547 4699.

3 Is building regulation approval the same as planning permission?

No, they are two different things. You may need planning permission for commercial work whether or not the building regulations apply. For example, you would need planning permission if you were building a shop front or changing the use of a building to a takeaway. If you are not sure, please call a planning officer on 020 8547 4696 or 020 8547 4697.

4 How do I get building regulation approval?

You need to send us:

- two copies of your detailed plans;
- a filled-in application form; and
- your payment.

One of our surveyors will check your application and, if your plans meet the building regulations, we will approve them. If we need you to make changes or add more information, we will help you with this and try to approve your application as soon as possible. We must either approve or reject your plans within five weeks, but if you agree we will extend this to two months. We will also check with the Fire Brigade that they are happy with your proposals.

5 I am ready to start work - what should I do?

You should get plans approval before you start work. Tell us when you want to start, either in writing or by calling 020 8547 4699 (24-hour answerphone). Your surveyor will tell you at which stages inspections will be needed - for example, before you cover up any part of the structure. If you ask for an inspection between 8am and 10am, we can usually visit that day. Our surveyors can give you advice on the building regulations throughout the course of the work. It is important that you contact us to arrange a final inspection when your work is finished.

We will then check the work meets the right standard and give you a completion certificate. You should not make the final payment to your builders until we have done this.

6 How much do I have to pay?

You can find out about building regulation charges by visiting our website or by calling 020 8547 4699. We will also send you details with your application forms.



