

### Planning and Transport

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There are two procedures for giving notice to us of your intention to carry out work. These are the Full Plans procedure and the Building Notice procedure.

#### Full Plans procedure

The "Full Plans" procedure is the most widely known. The person wishing to carry out the work, or their agent, submits plans showing full details of the intended work. We then check the plans for compliance with the Building Regulations and a formal decision is made. If the plans are satisfactory we will issue an Approval Notice.

#### Advantages

- An Approval Notice can be presented to financial institutions, such as solicitors and surveyors when seeking loans or moving home.
- You have the assurance that the Building Regulations will be satisfied providing the work is carried out in accordance with the Approved Plans.

#### Building Notice procedure

The Building Notice Procedure can enable work to proceed quickly, without the submission of plans. It can be used only for minor work on single family type houses such as garage conversions, toilet installations, small extensions and so on. The person doing the work should be familiar with the requirements of the Building Regulations. The Building Notice procedure should not be used for complex work such as large extensions or loft conversions.

#### Advantages

- Time and money can be saved as detailed plans are not always required.

#### Disadvantages

- You must feel confident that your contractor is fully understands the Building Regulations and that their work complies or you risk having to correct it after inspection. You may still have to submit plans and calculations at a later stage.
- No Approval Notice will be issued and a Building Notice may not be acceptable for mortgage purposes.

#### How do I submit a Full Plans application?

Complete one copy of our application form and send this to us together with:

- at least two copies of all detailed plans, sections and elevations, incorporating all necessary technical notes, supporting calculations and specifications;
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- a 1:1250 scale plan showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries. This is commonly known as a block plan;
- the appropriate fee, see our current fee scales for details;
- a detailed builder's estimate of the costs of the work may also be required.

An additional two copies of the plans are normally required if the application concerns work relating to buildings other than single family dwellings.

### **How do I submit a Building Notice?**

Complete the Building Notice form and send this to us with:

- A detailed builder's estimate, where appropriate.
- The appropriate fee, see our current fee scales for details.

For new buildings and extensions we will also require a copy of a 1:1250 scale plan showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries is required. This is commonly known as a block plan.

### **Fees**

Whether you to carry out work by the Full Plans procedure or by the Building Notice procedure a fee is payable to us. In both cases the total fee payable is the same. We can provide details of charges. Our contact details are shown below. Work undertaken solely to provide or improve access or facilities for disabled persons is exempt from fees

### **Starting work**

Building work must be inspected during its progress. You must give us enough notice to arrange site visits.

This applies to work approved under both the Full Plans and Building Notice procedures. It may be helpful to contact us before starting work, preferably two days prior to commencing. An officer will arrange to visit and discuss your proposals to determine the inspections needed.

### **Site Inspections and completion of work**

Building Control Guidance Leaflet 2 provides details of our site inspection of procedure.

You must make sure that we are notified at all the relevant stages of the work so that we can carry out inspections and confirm that the work meets the relevant Building Regulations. When we are satisfied with the work we will issue a completion certificate. You will need this certificate when you come to sell the property.

Building Regulations approval does not imply approval under the Town and Country Planning Act. You should always check if a separate planning application is required.

This leaflet provides advice on a particular aspect of the Building Regulations. It is not a statement of law, but is intended to help you to understand the system. Building Regulations are changed from time to time.

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If you did not receive this leaflet directly from Wigan Council's Planning and Transport Department, you must check that the information is still current.

We are here to help. If you are in any doubt over the requirements of the Building Regulations, or if you need further information, please telephone or write to us at:

Wigan Council  
Places Directorate  
PO Box 100  
Wigan  
WN1 3DS.  
E-mail: [planningrepresentations@wigan.gov.uk](mailto:planningrepresentations@wigan.gov.uk)  
Telephone: 01942 404364  
**Website:** [www.wigan.gov.uk](http://www.wigan.gov.uk)

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