



CHIEF EXECUTIVE'S OFFICE &
ECONOMIC GROWTH GROUP
Town Hall, Darlington DL1 5QT

01325 406214

buildingcontrol@darlington.gov.uk

Building Notice Application Guidance Notes

Step 1: Submission

A Building Notice application form is submitted. The form can be completed online through the following link: <http://www.darlington.gov.uk/environment-and-planning/building-control/application-forms-and-fees/>

If your proposal is for a new build or an extension, we would be grateful if you can include a site location plan clearly indicating the position of the new development and the location of the extension to the existing building. Details of any drainage that would be under the footprint of the proposed building should also be indicated on a plan.

Payment of the Building Notice Fee to validate the application. At this point work can commence providing any relevant Planning Consents are also in place. (Please note the guidance on the site inspection requirements).

We will process your application and a brief check of your application will be carried out following which an Acceptance letter will be issued, additional information may also be requested at this stage or later.

Please note we will not be formally approving any information submitted and it is the responsibility of yourself and your builder to ensure that the proposals will comply with the requirements of the Building Regulations.

Building Over a Public Sewer

Northumbrian Water Limited (NWL) took responsibility for all shared drainage on 1 October 2011. Any drainage within the boundary of a property may fall within NWL's remit if it is shared with adjoining properties. In those circumstances where the proposal may affect drains owned by NWL they should be contacted at www.NWL.co.uk or by phoning 01914196521, to ensure their requirements are met, prior to the submission of your application and work commencing on site.

If your proposal is found to be sited over or within 3 meters to a public sewer, we will not be able to accept your Building Notice Application unless you are able to submit a copy of "Building Over Sewer Agreement" that has been entered in to with NWL for the site of the proposed works.

If you have not contacted Northumbrian Water and a possible building over sewer is identified when we carry out our constraint checks the Building Notice will be rejected in accordance with

Regulation 12(5) of The Building Regulations 2010. If this is the case a full plans application will be required to be deposited in accordance with Regulation 14 of The Building Regulations 2010 so that we can consult with Northumbrian Water. Please refer to full plans application guidance and note that we would require a full set of drawings and construction details to be included with this submission.

Stage 2: Construction

When work commences either yourself or your builder will need to contact our office to book the first site inspection. If you have any queries prior to commencement please contact our office to discuss. We can be contacted on 01325 406214 or buildingcontrol@darlington.gov.uk

We will need to carry out inspections of the work at key stages (please refer to the inspection schedule which will be issued with your Acceptance letter) it is important that these inspections are arranged.

The inspections will normally take place Monday to Friday during normal office hours. Please allow 24 hours' notice for an appointment to be scheduled.

Stage 3: Completion and Certification

It is important that someone contacts our office as soon as possible on completion of the work to book a "final inspection". If the work is deemed to be compliant with the Building Regulations at that time a completion certificate will be issued. This document is proof that the work is compliant with the Building Regulations and deemed safe for habitation/use.

If you find the work is complete and you do not have a copy of the completion certificate we would strongly advise that you contact us to follow this up.

Completion certificates are valuable documents and could prove essential should you wish to sell or remortgage your property. They may also be required for insurance purposes.

If you require any further information please do not hesitate to contact us on 01325 406214.