



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

01325 406214

buildingcontrol@darlington.gov.uk

Full Plans Application Guidance Notes

Step 1: Submission

A full plans application form is submitted along with a full set of technical drawings and any relevant calculations and specification. The form can be filled out online through the following link: <http://www.darlington.gov.uk/environment-and-planning/building-control/application-forms-and-fees/>

Payment of the Plan Fee to validate the application and commence processing of the application. An acknowledgment letter will be issued at this point.

Step 2: Plan Check

We will check your plans and details submitted for compliance with Building Regulations.

If we have any queries will contact either yourself or your architect with a list of items we require clarifying/amending.

For commercial applications a fire officer consultation will be carried out as part of the plan check, they may request a fire risk assessment.

Once we are happy the details submitted are compliant with Building Regulations we will issue a Building Regulations approval certificate. The details agreed on the approved plans can then be followed during construction.

At this point work can commence as long as any relevant Planning Consents are also in place.

NB:- You have the option for the decision on your application to be made at no more than 8 or 5 weeks from the date of validation. Your selection should be noted in the relevant section of the application form (Extensions of time).

In those circumstances where the proposal may affect drains owned by Northumbrian Water Authority (those beyond the property curtilage and / or serving other properties) NWA should be contacted at www.NWL.co.uk or by phoning 01914196521 prior to work commencing in order that any issues relating to connections, access, protection etc. can be resolved without affecting the progress of work on site.

Stage 3: 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 us 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.

On commencement the inspection fee is due to be paid, we will send you an invoice for this shortly after your first site inspection.

Stage 4: Completion and Certification

It is important that someone contacts our office as soon as possible on completion of 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 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.