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Designed and published by Ten Alps Publishing, Trelawney House, Chestergate, Macclesfield, Cheshire SK11 6DW. Tel: (01625) 613000. www.tenalpspublishing.com

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Hertfordshire, located near enough to the capital to become the hunting ground of kings, boasts several fine houses of which Hatfield House is the greatest. The county lies to the north of London and takes in much of the catchment areas of the Rivers Colne and Lea. It extends from the Colne and the Grand Union canal in the west to the Lea and Stort Navigation in the east. Towards the north of the county lie the extremities of the Chiltern Hills and the East Anglian Heights.

The county has always relied upon agriculture, particularly wheat and barley incorporating the malting industry, with market gardening to the east. Its proximity to London has provided a ready market for the produce with the ease of communication through the relatively level countryside. In more recent times considerable commercial and industrial activity has moved into the county.

Ancient pathways along the higher ground such as the Icknield Way were complemented by the Romans with their radiating routes from London. The Ermine Street passes through Ware on its way to Lincoln and York while the Watling Street passes through St. Albans before eventually reaching Holyhead. Today the M25, M1 and A1(M) motorways pass through the county, while numerous electrified railways perpetuate the radial routes created by the Romans.

Towns such as St. Albans, Hertford, Waltham and Royston were significant in Roman times, but with the more recent population explosion came the need for the construction of new towns. Garden cities of Welwyn and Letchworth owe much of their character to the Architect who laid out their town plans, with much importance placed on grassed areas and roadside trees. More recently the new towns of Stevenage and Hemel Hempstead were expanded to accommodate increasing demands for housing within the county.

Local Authority Areas

Hertfordshire is divided into ten local authority areas, each with its own individuality. In order to achieve a unified approach to Building Control, the managers of the ten areas jointly arrange seminars for their staff. In this way an excellent service can be provided with similar interpretations of the regulations in those areas.
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The History of Building Control

Building Control origins lie in the rebuilding of London following the Great Fire in 1666. In rebuilding the city, the building work was controlled to prevent a recurrence of this disaster. However, it was not until the Public Health Act of 1875 that any control was extended to the rest of the country through building bylaws.

Today these controls are known as the Building Regulations. They have been developed to incorporate aspects of building such as structural stability, waterproofing, sound and thermal insulation, drainage, ventilation and hygiene, stairways, access and facilities for disabled people, glazing and electrical installations. The Regulations are concise and offer little guidance to the builder or designer. The Approved Documents provide the detail, and in conjunction with national and European standards, they show how to comply with the requirements of the Regulations.

Building Control Approval and Planning Permission

These two services, provided by your local authority, are closely linked, and yet are very different; often resulting in confusion. If you intend to undertake any building work, whether constructing a new building or extension, altering an existing building or installing a controlled service or fitting, you are almost certainly required to notify your local authority.

Sometimes you will need to satisfy both Building Control and Planning, sometimes only one of them, and on other occasions the work may be exempt from the need to comply with either. If you have any doubts, please check by contacting the Building Control or Planning sections. (Building Control does not exist as an obstacle to your intentions, but to ensure that buildings are safe, healthy, accessible and sustainable for current and future generations.)

Failure to obtain the necessary consents may lead to expense in removing or altering the work, while a refusal to comply with the requirements may even lead to a criminal record and fine against the owner, builder or both.
The borough of Broxbourne lies immediately to the north of London, which has had an important influence on its development. The town of Broxbourne, from which the borough takes its name, is at the centre of a line of settlements along the valley of the River Lea. The other main centres are Hoddesdon, Wormley, Turnford, Cheshunt and Waltham Cross, with Goffs Oak in the west. At the turn of the century these towns and villages were largely independent communities, with a population in the area of 17,800. Rapid growth since the second world war has resulted in these settlements joining into an almost continuous spur of development from London to Hoddesdon with the population rising to about 86,000. Despite this rapid expansion important areas of historical value remain, mostly along Hoddesdon High Street and Churchgate, Cheshunt. The eastern side of the borough lies within the Lea Valley Regional Park which is being developed and enhanced for recreational purposes. Disused gravel pits provide fishing, sailing, waterside walks and nature conservancy uses with the flooded pits and isolated islands providing an interesting and valuable environment. The River Lea Navigation provided a trade route during the last century with its link between the Thames to the south and the Stort to the north. It is now a part of the British Waterways network of navigable rivers and canals providing access over much of the country for leisure boating. For many years salad crops were produced in the area of West Cheshunt and Goffs Oak where the ground conditions formed by a rich loam over a clay subsoil proved ideal for this purpose. However, this glass house industry is now in decline, enabling much of the land to be used for the significant areas of housing development of recent years. Road and rail services provide easy access within the borough and to other areas. The Liverpool Street – Stansted – Cambridge rail link and the A10 trunk road both pass north-south through the borough while the M25 runs along the southern boundary with access at junction 25 providing an easy link to the A1(M) and M1 motorways. Stansted airport is 30 minutes away to the north.

**Building Control**

Broxbourne’s Building Control service forms a part of the Council’s Department of Environmental Services. It has the benefit of building surveyors engaged in the checking of plans and the supervision of building work on site to help builders comply with the Building Regulations. Local knowledge gained by staff over many years is retained in the office resulting in a team able to give sound local advice as required by builders and designers working on projects in the borough.
The surveyors have a knowledge of building techniques, an understanding of problems and the ability to provide solutions which can only be gained through practical site experience and a sound theoretical background. Plans are checked promptly and, in conjunction with the designer, any alterations required to show compliance with the Building Regulations are made. Your builder can then be certain that his work will comply with those regulations. Drawings and applications can be submitted electronically as PDF documents.

**Availability**

The office is open 8.30am until 5.30pm (7.30pm on Tuesdays) and also on Saturday mornings between 9.00am and 1.00pm. Building Control surveyors are not always available as a major part of their work is on site, so please telephone before visiting if you wish to meet a particular surveyor. The site inspection service gives an efficient response to requests for a site visit, which if received before 10.00am will benefit from a visit before 3.30pm the same day although other times are available by agreement with an individual surveyor. For all your inspections a telephone call is suitable. Upon satisfactory completion of the controlled work a Completion Certificate is issued which assures you that the Building Control surveyor is satisfied that the work inspected complies with the relevant regulations. This certificate enables you to demonstrate that the work has been properly inspected and found to be
satisfactory; a particularly useful document when you decide to sell your house. The division also controls dangerous structures and demolitions within the borough to ensure that no-one is put at risk due to unsafe buildings or other structures, and to ensure that demolition sites are properly cleared. Broxbourne is keen to partner with regular users of Building Control and is also a member of LANTAC, the type approval scheme.

Contacts - Tel (01992) 785566 Fax (01992) 643386
Building Control, Bishops’ College, Churchgate, Cheshunt, Hertfordshire EN8 9XB
Email: buildingcontrol@broxbourne.gov.uk

Building Control Manager
Keith Loxley 01992 785566

Deputy Building Control Manager
Isobel Porter 01992 785558

Divisional Building Control Surveyor
Yakup Tekniker 01992 785554

Senior Building Control Surveyors
Eric Schaffer 01992 785555 ext. 5647 Steven Godfrey 01992 785557

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Visit the Council website at www.broxbourne.gov.uk for general information and to download Building Control application forms.
The Dacorum area has a population of 133,000, the main settlements being Hemel Hempstead, Berkhamsted and Tring. The borough covers 81 square miles of West Hertfordshire, extending northwards almost from the outskirts of Watford to the Chiltern Hills which are a predominant and beautiful feature of the northern part of the area. The main lines of communication – the A41 trunk road, the Euston-Glasgow main line railway and Grand Union Canal follow the Bulbourne Valley. Just to the east of the borough lies the M1 motorway whilst to the south is the London orbital M25 motorway. The Civic Offices are in Hemel Hempstead, one of the largest new towns in Hertfordshire with a population of 80,000. Hemel Hempstead has a large industrial estate adjacent to the M1 motorway and extensive office accommodation within the town centre. The Marlowes shopping centre has a shop mobility scheme and the town centre is pedestrianised to enhance the shopping potential.

**Building Control**

Building Control is a service unit of the Planning Development and Regeneration Department. The Building Control service unit has two Building Control teams. The service unit has its own in-house structural engineer. To enhance the service all staff on site carry mobile phones so they can be contacted while out of the office. The office has been computerised and electronic applications can be accepted.

**Availability**

Building Control staff are available at the Civic Offices between the times 9.00/10.00am and 4.00/5.15pm (4.45pm Friday). It may be possible to speak to a technical officer during the day, however if they are unavailable a member of the administration team will be available to give general advice. Any inspection request by letter or telephone received before 10am will be carried out that day. Officers carry mobile phones and can be contacted during the day. Dacorum Borough Council carries out all direct and related functions of Building Control and the extended activities of
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Contacts
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Hertfordshire, it has been said, is ‘England’s Best Kept Secret’. If so then right at the heart of the secret is East Hertfordshire, the county’s largest and arguably most picturesque district. For the 130,000 people who live here, or for those who pass through as visitors, the towns, villages and tiny rural hamlets are the embodiment of rural England. At the heart of each town is a pattern of streets and buildings all but unchanged from medieval times. The rolling countryside and ancient villages and hamlets have also been little changed by the centuries. Although agricultural practices have altered enormously in the last 100 years, the shape of the land and much woodland remains, and leafy lanes sunk between centuries-old hedgerows are still the rule away from the main roads. Not that East Herts is technologically backward – several high technology businesses have bases in the district, and pharmaceuticals research and manufacture, precision engineering, materials research and plastics are major industries, contributing to very low unemployment levels in an area where agriculture is still a major part of the local economy. Nor is the area isolated. The A1(M), M1, M11 and M25 are a few minutes drive outside the boundaries and the London-Cambridge road (now the A10) runs through the middle of the district as it has done for centuries. By rail, the four larger towns are under an hour away from central London. Stansted – developing as London’s third airport – is less than 10 minutes from the centre of Bishop’s Stortford.

**Building Control**

The Building Control Consultancy is situated at Wallfields, Pegs Lane, Hertford. A team of District Surveyors together with administrative staff ensure that a full building control service is provided throughout the district. Dangerous structures and the control of demolitions are also dealt with by Building Control. For Building Control purposes, the district is divided into seven areas with an experienced District Surveyor assigned to each area. The surveyors check plans and carry out site inspections within their own areas. This gives them an in depth knowledge of all aspects of the proposals enabling them to offer help and guidance on site where necessary. East Hertfordshire is subject to a variety of differing ground conditions and prior knowledge of these conditions can prove invaluable. The division is always happy to arrange meetings with agents, applicants, developers and builders to discuss proposals and offer guidance where necessary. For larger schemes, this liaison and the level of service offered can be formalised in a Service Level Agreement.
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**Availability**
The surveyors can normally be contacted between 9.00 and 10.00am from Monday to Friday by telephone or at the office. Appointments can be arranged for other times during the day subject to prior commitments. The surveyors will respond to either written or telephone requests for site inspections. Where requests are received before 10.00am a visit can be made the same day. A telephone answering service is available to receive inspection requests outside normal office hours.

**Contacts**
The district is subdivided into manageable areas, each of which is the responsibility of a named District Surveyor. A Team Manager takes responsibility for day to day activities with a Building Control Manager taking overall responsibility for the running of the section.

**Area 1** – Stuart Robertson, District Surveyor Ext. 1454 Ardeley, Aston, Benington, Bulls Green, Burnham Green, Cottered, Cromer, Dane End, Datchworth, Great Munden, Haultwick, Hooks Cross, Little Munden, Nasty, Sacombe, Throcking, Walkern, Watton-at-Stone, Whempstead, Wood End

**Area 2** – Barry Pead, Senior District Surveyor Ext. 1455 Barwick, Bayford, Bengeo Rural, Birch Green, Bramfield, Brickendon, Chapmore End, Cole Green, Colliers End, Crouch Fields, Epping Green, Hertingfordbury, High Cross, Latchford, Letty Green, Little Berkhamsted, Puckeridge, Staines Green, Standon, Standon Green End, Stapleford, Tewin, Thundridge, Tonwell, Waterford, Wellpond Green

**Area 3** – Chris Bell, Principal District Surveyor Ext. 1457 Hertford

**Area 4** – Tony Wells, Principal District Surveyor Ext. 1679 Great Amwell, Hailey, Hertford Heath, Hoddesdon, Stanstead Abbotts, Ware, Wareside

**Area 5** – Paul Smith, Principal District Surveyor Ext. 1456 Bishop’s Stortford

**Area 6** – Jerry Elliott, Senior District Surveyor Ext. 1463 Eastwick, Gilston, High Wych, Hunsdon, Pye Corner, Sawbridgeworth, Thorley Street, Widford

**Area 7** – Richard Hearne, District Surveyor Ext. 1451 Albury, Anstey, Aspenden, Braughing, Brent Pelham, Buckland, Buntingford, Chipping, Dassells, Furneux Pelham, Great Hormead, Hare Street, Hay Street, Little Hadham, Little Hormead, Meesden, Much Hadham, Stocking Pelham, Westland Green, Westmill, Wyddial

Paul AR Smith, Assistant District Surveyor, Ext.1684

John Swainson, Team Manager

Trevor Clements, Building Control Manager

All are contactable at:
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Telephone (01279) 655261
Fax (01992) 531439
Email: building.control@eastherts.gov.uk
Hertsmere covers an area of nearly 38 square miles in the south of Hertfordshire, bordering Greater London. It is surrounded by the London boroughs of Harrow, Barnet and Enfield to the south and east and the districts of Three Rivers, Watford and St Albans to the north and west. Hertsmere’s residential population exceeds 98,000 and its main centres are Bushey, Elstree and Borehamwood, Potters Bar and Radlett. Outside these areas the borough lies entirely within the Metropolitan Green Belt, containing scenic countryside and several attractive villages. Hertsmere enjoys excellent communication links with neighbouring centres. London is only about 25 minutes away by rail, with a direct connection to Gatwick, and the M1, M25, and A1 (M) motorways pass through the borough.

Building Control

Hertsmere’s Building Control section forms part of the Planning and Building Control Unit and is located in the Civic Offices at Borehamwood. The management and technical team of seven surveyors and student deal with applications ranging from domestic extensions, new houses and flats, commercial developments, private schools, through to sports and leisure facilities. The section also supervises the removal of dangerous buildings and other structures, and the control of demolitions. Wherever possible, professional advice will be given and the unit actively encourages Architects, Surveyors, Engineers and Developers to recognise and include Building Control Surveyors as being an integral part of the design team, in order to ensure that the health and safety needs of the public are met. The builder, or applicant, is also encouraged to notify the section for non-statutory inspections to ensure that the works are fully inspected. In order to meet these operational needs and to ensure that the section achieves and maintains a quality service, the following service objectives have been formulated.

Building Control Service Objectives

1. Site Inspection Service
Respond to all requests on same day, providing notification is given prior to 10.00am. Revisit building sites whenever possible. Maintain flexibility for on-site appointments outside 10.30am-3.30pm time frame wherever possible. Formulate policies for on-site inspections to ensure consistency of interpretation and approach throughout the borough.

2. Plan Examination Service
Examine and respond to 99% of applications within three weeks of submission. Examine and respond to
100% of applications within five weeks of submission. Issue conditional approvals wherever possible. Applications can be submitted electronically and access to this system can be found on the Building Control part of the Council’s website www.hertsmere.gov.uk

3. Service to the Community
The section recognises the fact that for domestic extensions, loft conversions and alterations, Building Control are likely to be the only professional service involved in the supervision of works carried out on site and thus actively encourage owners to contact the section to resolve any queries or problems. Members of the public are able to check whether Building Regulation applications have been received for individual properties (since 1986) by using the Web Browser on the Building Control part of the Council’s website. Explanatory information relating to Building Regulations together with forms, charge schedules etc. can be found on the Council’s website www.hertsmere.gov.uk under Building Control.

4. Demolitions
To respond and deal with notices received for intended demolitions within a maximum of 10 days from receipt.

5. Dangerous Structures
To respond and effectively deal with reports relating to dangerous structures thus ensuring the maintenance of public health and safety.

Availability
The Building Control section can be contacted between 8.45am and 5.15pm. The surveyors are normally on site from 10.30am to 3.30pm, although arrangements can be made for calls to be made outside these hours. There is usually someone available at the office to give professional advice during normal working hours. The section intends to provide an approachable, professional service to all its customers.

Contacts
District Surveyor
Hertsmere Borough Council
Civic Offices, Elstree Way
Borehamwood, Hertfordshire
WD6 1WA
Telephone: 020 8207 2277
Fax: 020 8207 7470
Email: building.control@hertsmere.gov.uk
Website: www.hertsmere.gov.uk

Advice on Health Authority work, school developments and consultations Extension 5930
Advice on access to buildings, means of escape in case of fire, structural and geotechnical enquiries Extension 5955

General enquiries for Bushey, Aldenham and Radlett areas Extension 5980
General enquiries for Borehamwood, Elstree and Potters Bar areas Extension 5950

Administration Extension 5690
If you experience any problems, or have any complaints, you can contact the Section on their direct line – 020 8207 7456.

Other useful telephone numbers
Fire and Rescue Service – Fire Safety Officer 01707 346155
British Gas
Emergencies 0800 111999

Water
Three Valleys Water Plc 0845 782 3333

Electricity
Eastern Region 0870 196 3090

Hertsmere BC
Emergency contact (including dangerous structures) Out of hours telephone 0845 300 0021
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Building Control

Building Control does not exist as an obstacle to your intentions, but to ensure that buildings are safe, healthy, accessible and sustainable for current and future generations.

This is achieved by checking plans of proposed works and then carrying out inspections of the work on site as it proceeds.

The Building Regulations
The Building Regulations deal with the structural stability and design of buildings from the point of view of the health and safety of people who will live and work within or around the buildings. The Building Regulations lay down minimum standards of construction covering the following matters:

• Structure
• Fire safety
• Site preparation and resistance to moisture
• Toxic substances
• Resistance to passage of sound
• Ventilation
• Hygiene
• Drainage and waste disposal
• Heat producing appliances
• Protection from falling, collision and impact
• Conservation of fuel and power
• Access to and use of buildings
• Glazing – safety in relation to impact, opening and cleaning
• Electrical installations in dwellings
• Materials and workmanship

Practical guidance on ways to comply with the functional requirements of the Building Regulations is contained in a series of Approved Documents which are to be read alongside each of the fourteen ‘parts’ to the Building Regulations. Each document contains:

1. General guidance on the performance expected of materials and building work in order to comply with each of the requirements of the Building Regulations; and

2. Practical examples and solutions on how to achieve compliance for some of the more common building situations.

Work that requires Building Regulation Approval
The following building work requires a Building Regulations application and inspection of work as it progresses. There are a few exceptions, and these are explained under the heading of exempt building work:

• Erecting a building.
• Extending a building.
• Structurally altering a building, such as; removal of a load bearing wall or; removal of any part of a chimney or; enlargement of an opening in a load bearing wall or; underpinning of a wall.
• MATERIALLY altering a building, such as; conversion of a garage...
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Lake Associates was formed in 1998 from the Building Consultancy and Architectural division of Ferguson Hollis, established in London in 1984.

We aim to provide clients with independent professional advice and services to increase value, efficiency and use of their property, whether in respect of acquisition, disposal, occupancy, investment development or improvement.

We offer a comprehensive range of services and our professional qualified team of surveyors, architects, engineers, etc., have as much as 30 years experience in commercial, retail, industrial and residential sectors. These services are called upon by a growing number of national and international clients, many of whom have worked with the practice since its foundation.

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into a habitable area or; conversion of a loft into a habitable area or; alterations that will affect means of escape or; alterations that will worsen disabled access or; recovering of a pitched roof with different materials or; insertion of insulating material into a cavity wall.

- **Carrying out a “Change of Use” of certain buildings, including:** when a building is used as a dwelling when previously it was not; when a building contains a flat where it previously did not; when a building which contains at least one dwelling, contains a greater or lesser number of dwellings than it did previously; when a building is used as a hotel or institution when previously it was not; when a building is used as a public building e.g. school, theatre, hall, church etc. when previously it was not; when a building is used as a public building containing a room for residential purposes, where previously it did not; the building, which contains at least one room for residential purposes, contains a greater or lesser number of such rooms than it did previously; the building is used as a shop, where previously it was not.

- **Altering or extending a controlled service, such as:** installation of a new toilet, bathroom or shower room involving new drainage or plumbing; replacement or new windows and rooflights unless fitted by a FENSA Registered installer; replacement or new domestic oil fired boilers, unless fitted by an OFTEC Registered installer; replacement or new gas boilers, unless fitted by a CORGI Registered installer; replacement or new domestic solid fuel boilers, unless fitted by a HETAS Registered installer; replacement of a chimney flue; installation of unvented hot water systems; certain domestic electrical installations; changing the energy status of a building; renovation of a thermal element.

**Work that is Exempt from Building Regulation Approval**

It is not necessary to submit an application to Building Control for the following type of building works as they are exempt from the Building Regulations:

- **A porch** at ground level, provided that it does not contain a WC, the total floor area does not exceed 30m² and the existing front door is retained in its existing position.

- **A conservatory** at ground level, provided that the total floor area does not exceed 30m², at least 75% of the roof is transparent (i.e. glazed), at least 50% of the external walls are transparent and separation is maintained between it and the rest of the living accommodation (i.e. any doors or windows remain). The conservatory must not obstruct ladder access to any second floor escape windows.

- **A carport** at ground level, provided that the total floor area does not exceed 30m² and it is open on two sides.
Electrical works:
- Domestic
- Commercial
- Industrial
- Testing & Inspecting
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Herts AL3 7EA
Mobile: 07841340395
Email: Bobshouserepair@aol.com
• **A veranda**, loggia or covered way at ground level, with a total floor area not exceeding 30m².

• **A single storey detached building with a floor area not exceeding 15m²**, provided that it does not contain any sleeping accommodation.

• **A single storey detached building with a floor area between 15m² and 30m²**, provided that it does not contain any sleeping accommodation, and if constructed within 1 metre of any boundary is built of non-combustible material such as bricks or blocks.

• **Greenhouse**, provided that it is not used for retailing or exhibiting.

• **Agricultural buildings**, (including those used for horticultural, fruit growing, the growing of plants for seed and fish farming, but not those used for retailing, packing or exhibiting) provided that no part of the building is used as a dwelling, no part of the building is less than one and a half times its height from any part of a building that contains sleeping accommodation and the building is provided with a fire exit not more than 30 metres from any point within the building.

• **Temporary Building**, provided it does not remain erected for more than 28 days.

### Making an Application

Your application to the local authority may be in one of the following two forms:

#### Full Plans

A Full Plans application can be used for all types of building work. You must submit the following with your application:

- Completed Full Plans application form.
- Appropriate plan fee (the inspection fee is payable on commencement of work).
- Site location plan – scale 1:1250.
- Two copies of the drawings. Drawings should include:
  - Elevations – scale 1:100.
  - Plan views – scale 1:50.
  - Sections – scale 1:50.
  - Specification – for the materials and construction proposed to be used in the foundations, walls, floors, roof, drainage etc.
  - Detail drawings – only where they are required to clarify any parts of the construction – scale 1:20 or 1:10.
- Specification for the materials and construction proposed to be used in the foundations, walls, floors, roof, drainage etc.
- Calculations to justify structural members, thermal performance of the building or other requirements of the regulations.
- If the work to a building is designated under the **Regulatory Reform (Fire Safety) Order 2005** a further two sets of plans detailing fire safety measures that are to be taken.
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Note: Premises that are not currently designated are single private dwellings. However any areas within domestic premises that are used in common by the occupants of more than one dwelling, such as a common escape route used by two or more flats, are designated. If you have no experience of preparing plans it is recommended that you employ a surveyor or architect to make the application for you. Once your application has been received, it is registered and an acknowledgement letter sent to applicant and agent. The plans are checked for compliance with the Building Regulations, if there are any defects your agent will be notified. Revised drawings may either be sent to the local authority or the original copies amended at the Council Offices. Surveyors are generally available during the week to discuss your proposals from 8.30am to 10.30am and from 3.30pm to 5.30pm. Once the plans comply with the Regulations the local authority will approve your application. If the defects are not resolved within 5 weeks, extendable to 2 months, the local authority will reject the application. Following rejection, amended plans may be submitted for approval at any time. No further charge is payable provided the work is substantially the same. The local authority is required by law to use metric units as the prime units of measurement. Applicants are asked to use metric measurements so as to avoid conversion errors.

Building Notice

A Building Notice application can be used for buildings that are not designated under the Regulatory Reform (Fire Safety) Order 2005. Any areas within domestic premises that are used in common by the occupants of more than one dwelling, such as a common escape route used by two or more flats are designated and a Full Plans application is required. If you are building over or within 3m of a public sewer, a Full Plans application is always required. Unlike Full Plans, detailed drawings are not normally required. However, you must submit the following with your application:

- Completed Building Notice form.
- Building Notice fee.
- Site location plan – minimum scale 1:1250.
- Additional information – plans and calculations may be required to show how your work complies with the Building Regulations. Once your application has been received, if acceptable, it is registered and an acknowledgement letter sent to the applicant. For replacement of windows and doors (unless a FENSA registered company is used) many authorities have a specific Building Notice form for the replacement of doors and windows.

Table of Fees

The Local Authority is required to charge for the processing of Building Regulation applications and site inspections to recover their costs. Please contact the Local Authority where the work is to be carried out for full details.
Carpentry & Joinery Specialists

- Raised Access Floors
- Suspended Ceilings
- Acoustic Flooring Works
- Partitioning & Office Fitting
- Fire Protection
- Computer Room Environments
- Building Refurbishment
- Windows & Doors
- General Building Works
How Long Does a Decision Take?
For a Full Plans application the Local Authority is required to give written notice of the passing or rejection of plans within five weeks of their deposit, unless it is agreed in writing that the period be extended to a maximum of two calendar months from the date of the application. Every effort is made by negotiation to pass the plan within the prescribed period. If the Local Authority reject your plan under a Full Plans submission, you may resubmit with revisions or ask the Secretary of State to determine the issue following the procedures contained in the legislation. If you decide to deposit a Building Notice you will only need to provide a site plan and other minimum information and are able to start work within 48 hours of notification without having to provide plans. The Local Authority may, however, ask you to provide additional plans, specifications and structural calculations if considered necessary in the interests of health and safety.

How Long Does an Approval of Plans Remain Valid?
Both Full Plans Approvals and Building Notices are valid for three years after which they expire if the work has not commenced within this period. There is therefore no reason why a Full Plans application should not be submitted well in advance of the date that work commences. A Building Notice must be submitted at least 48 hours before commencement.

When Are Inspections Required?
Your builder should notify the Local Authority at the start of work and on completion of certain stages of work. Commencement and completion should be in writing and other inspections can be requested by telephone. It is important that this responsibility is observed by the developer/builder in order that proper supervision can be undertaken. It may be difficult to sell a property if these procedures are not followed. The Local Authority must be notified to inspect the works within the statutory time frame detailed below:

- Commencement – 2 days prior to commencement
- Excavation for foundations – 1 day prior to inspection
- Concrete foundations – 1 day prior to inspection
- Oversite hardcore and membrane – 1 day prior to inspection
- Damp-proof course laid – 1 day prior to inspection
- Drains before covering – 1 day prior to inspection
- Drains back-filled and on test – 1 day prior to inspection
- Structural beams and bearings – 1 day prior to inspection
- Floor and roof construction – 1 day prior to inspection
- Occupation of the building – 5 days prior to occupation
- Final completion and drain test within 5 days of Completion

Site inspections are usually scheduled between 10.30am and 3.30pm or at other times by prior agreement with your surveyor. We endeavour to inspect on the same day if requests are received by the Local Authority before 10.00am.

Contravention of the Regulations
If the Local Authority considers that the Building Regulations are contravened or that you have started work without an application, a Notice may be served.
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requiring you to take down or alter the works within 28 days. If you disagree, you may notify the Local Authority that you propose to obtain an independent expert’s report, in which case the period is extended to 70 days. The Local Authority may withdraw the Notice in light of the report, but if they do not, you may appeal to the Magistrates’ Court.

Completion Certificates
A completion certificate will be available upon satisfactory completion of the work and will assist in future house sales.

Regularisation Certificates
This allows building work for which, for any reason, permission was not obtained and which was commenced on or after 11 November 1985, to be regularised. If the person who carried out the works failed to deposit plans with the Local Authority and also did not give the required notices, then they can apply to the Local Authority for a Regularisation Certificate. The application should include:

- application form
- a plan of the unauthorised work
- a plan showing any additional work to ensure that the unauthorised work complies with the requirements of the building regulations that were in force at the time the works were carried out, and
- a regularisation fee (see scale of charges for the Local Authority where the work was carried out).

The Local Authority, after acceptance of the application, may require the applicant to take steps to ensure that the relevant requirements of the building regulations are met. These may include:

- laying open the unauthorised work for inspection
- making tests
- taking samples.

The Local Authority shall notify the applicant:

- of what work is required to be carried out for compliance, or
- that they cannot determine what work is required to comply, or
- that no work is required to secure compliance.

The Local Authority may give a certificate if they are satisfied that:

1. the relevant requirements have been satisfied, or
2. no work is required to secure that the contravening work satisfies the relevant requirements.

A Regularisation Certificate is evidence but not conclusive evidence that the relevant requirements specified in the certificate have been complied with.

Dangerous Structures
Under Section 78 of the Building Act 1984, the Local Authority has the power to take appropriate action when a structure poses a potential safety risk. Owners will be required to remedy the defects or direct our contractors to carry out works to make the building or structure safe.

Demolition
Under Section 80 of the Building Act 1984 anyone carrying out demolition work is required to notify the Local Authority. The Local Authority then has six weeks to respond with appropriate notices and consultation under Sections 81 and 82 of the Act. Further details can be found on the reverse of the application form or on the accompanying literature.
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Electrical Safety
Certain aspects of domestic electrical work such as adding a new circuit to a home, or replacing a socket-outlet or a light switch on an existing circuit in a high risk area such as a kitchen or bathroom, or electrical installations to pond pumps, sheds, garages, conservatories, greenhouses and other detached buildings will be controlled by the requirements of the Building Regulations. Building Control recommend that electrical work is undertaken by an electrician registered under the government’s self-certification scheme. This ‘Competent Person Scheme’ allows registered electricians to design, install and certify that their work is in compliance with Part P of the Building Regulations and issue a ‘Domestic Inspection Certificate’ stating compliance has been met. Such schemes are run by CORGI, ELECSA, NAPIT, OFTEC, BRE Certification, British Standards Institution and Zurich Certification Ltd. There may be others in the future. Alternatively, if you choose to use an electrician who is not registered under the Competent Person Scheme you must contact your relevant Building Control office to discuss the matter prior to any commencement of site work. Residents should be aware that if approval certificates are not obtained, the future sale of their property will be affected. In certain instances legal action could be taken and additional expense incurred by the householder in having a retrospective ‘Property Inspection Report’ carried out.

Building Warranty
The LABC (Local Authority Building Control) New Home Warranty is a quality service offering specific competitive products for speculative residential housing, social housing and self build.

The LABC New Home Warranty scheme has been created in partnership between LABC, the representative body for Local Authority Building Control, and MD Insurance Services Limited (MDIS) the company that administers the scheme which is regulated by the Financial Services Authority (FSA).

This caters for speculative developers and builders covering conversions, new build and mixed use developments. The product recognises and rewards quality projects with competitive premiums and market-leading terms. Service and support is fast and seamless because of MDIS’s experienced, dedicated customer service team.

LABC Social Housing Warranty
A competitive tailored solution covering shared-ownership, rented or key worker accommodation projects. Quality is rewarded with the same advantages given to speculative developers. Cover can be provided for either a 10 or 12 year period.

LABC Self Build Warranty
Designed specifically for individuals building their own homes – both new build and conversions – to provide peace of mind. Quality is rewarded through competitive premiums and excellent service based on MDIS’s extensive experience of self build projects.

How to Get a Quotation:
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North Hertfordshire District Council

North Hertfordshire District Council was formed in 1974 by the merger of five existing authorities. This attractive district covers some 145 square miles of mainly rural countryside following a broad chalk escarpment in the north of the county. The district boasts a particularly beautiful mix of countryside and villages with an abundance of historic buildings, archaeological and wildlife sites. The area stretches from Royston at the north-eastern end to Kimpton and Codicote in the south and from Nuthampstead in the east to Hexton in the west, including Letchworth. The district has a population of approximately 115,000, living mainly in its four diverse and free-standing towns linked by the A505. The district benefits from good accessibility afforded by the A1(M) and M1 motorways, Kings Cross rail link and Luton and Stansted airports, both within 30 minutes by road. This has resulted in a very high level of investment in the district, ensuring a busy and varied caseload for the Building Control service.

The Building Control service is part of the Planning, Housing and Enterprise Directorate. A busy team of qualified Building Control Surveyors, with technical administrative support, ensures that a quality service is provided. The service is Quality Assured and regularly audited by the BSI ensuring consistently high levels of satisfaction. This was endorsed by the prestigious Charter Mark award for excellence in Public Service. An active Customer Liaison Panel is coordinated with the Planning Department to continually monitor and instigate service enhancements.

As well as being key players in the Development Team at North Herts, the service also fulfils the Authority’s statutory functions including a 24/7 dangerous structure service and control of demolitions within the district.

**Service Delivery**

The group is divided into two main teams covering the East and West areas of the district. The East team covers the Royston and Baldock areas and surrounding villages. The West team covers Letchworth and Hitchin and surrounding villages and communities to the outskirts of Welwyn, including Knebworth, famous for its stately home and music festivals.

Each team is responsible for assessing submissions and undertaking subsequent site inspections within their area. This gives our surveyors an unrivalled depth of local knowledge of work in progress and environmental factors, resulting in helpful, constructive
advice to clients and ensuring that projects are managed as seamlessly as possible. Whilst the district is based on a chalk escarpment, a variety of ground conditions exist. Prior knowledge of these has proved invaluable, often resulting in financial and efficiency savings for our clients. We usually assess and respond to all applications within 10 working days of deposit and will issue a decision on all applications within the designated statutory period.

Our surveyors are always pleased to discuss prospective developments with applicants, agents, developers, owners or builders, and to offer practical advice and guidance on ways to satisfy the requirements of the relevant legislation. They can also facilitate meetings or consultation with other key members of the Development Team including Planning, Environmental Health, Drainage or Highways. We meet regularly with colleagues from the Fire Authority with whom we have an excellent working relationship enabling us to provide a highly efficient customer focussed service.

The Council’s Customer Service Centre, staffed by a team of professionals, has enabled us to assist the public with any Council enquiry, giving greater access to Council services in a way that is suited to our customers.

Applications may be made in the traditional manner or electronically. Please contact us to discuss your specific requirements. We are members of the Local Authority National Type Approval Consortium (LANTAC) and can therefore offer developers the opportunity of obtaining a nationally recognised approval for standard designs and systems.

The service also participates in the Partnership Scheme whereby key clients are offered a single point of contact and may choose to submit plans to us for work anywhere in the country. Site inspections are carried out by the Local Authority for that area, providing essential local knowledge and a swift response to inspection requests. The success of our partnerships to date is a testament to the popularity of the scheme.

Contacts

Surveyors can normally be contacted directly for advice between 09.00-10.00am and 3.30-5.00pm from Monday to Friday either by telephone or by email. Appointments, by prior arrangement can also be made. Whilst out on site, all surveyors can be contacted by mobile phone.

Site inspections can be arranged by telephone, in writing or via email. Where requests are received prior to 10.00am we aim to guarantee a same-day visit. Requests may also be left 24 hours a day on our Inspection Hotline answering service on 01462 474533. Our dangerous structure service can also be contacted outside office hours via the Emergency Services or the Council’s Control Centre on 01462 459 368.

For further information on any aspect of our service, please contact:

Building Control
North Hertfordshire District Council
Gernon Road, Letchworth
Herts SG6 3JF

You can email us at building.control@north-herts.gov.uk or call our team on 01462 474 355. Please visit our website www.north-herts.gov.uk for more information and to download application forms and other useful information.
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St Albans City and District Council

St Albans is situated in the south of Hertfordshire and has a population of approximately 128,000. It is only 20 miles from London and with the M1, M25 and A1(M) all providing direct access for motorists, many residents commute to the capital or to adjoining towns. Named after the first Christian martyr in Britain, Alban, who was executed outside the Roman town of Verulamium about A.D.209, St Albans has developed around the magnificent Abbey and Cathedral Church of St Alban – the second longest church in England – which stands on a hill and is clearly visible from all approach roads to the city. Several towns and villages make up the rural part of the district, the largest being Harpenden (pop. 28,000) with London Colney (pop. 9,000), Sandridge (pop. 8,600), Redbourn (pop. 5,000), Colney Heath (pop. 4,500) and Wheathampstead.

Building Control

The Building Control section is part of the Planning & Building Control department and is located in the Civic Centre in St Albans. A team of five officers and a technical assistant provide a full Building Control service throughout the district.

Availability

The Building Control Officers can be contacted by telephone from 8.00am to 10.00am and 3.15pm to 5.15pm (Mon - Thurs), 3.15pm to 4.45pm (Friday). Appointments can be made subject to prior arrangement. Inspections will be carried out the same day if requests are received before 9.30am on that day. Officers have mobile telephones and can be contacted at all times from the office in case a problem arises.
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The section also deals with dangerous structures and demolitions. With respect to dangerous structures, a 24 hour emergency standby service is in operation giving a speedy response in any eventuality.

**Contacts**
Telephone: St Albans (01727) 866100
Direct Line: (01727) 819289
Fax: (01727) 845658

St Albans District Council, Planning & Building Control, District Council Offices, Civic Centre, St Albans, Hertfordshire, AL1 3JE

**Building Control Manager:**
Jeremy Saxton

**Building Control Officers:**
Martin Ganderton
James Barnard
Tony Hincks

**Assistant Building Control Officers:**
Michael Keown

**Technical Assistants:**
Emily Walker
Lesley Unwin
Frances Jordan
The town has attracted a wide variety of manufacturing and service industries specialising in high technology and support services as a result of its strategic location and skilled workforce. Several major organisations are resident in the town, including GlaxoSmithKline, MBDA, EADS Astrium and the Institute of Electrical Engineers. Within all that is new, the Old Town still retains its separate identity and olde worlde character with its bustling High Street and annual Charter Fair, cleverly integrated with the new town areas.

**Building Control**

The Building Control Group provides a professional service to all parties involved in developing buildings and forms part of the Development Team Approach within the Department of Environmental Services. It therefore provides an ideal first point of contact between customers and other services of the Council. Stevenage’s Building Control Surveyors are familiar with the wide variety of construction techniques, both traditional and modern, resulting from the broad spectrum of building and architectural styles within the town. From the smallest domestic extension to large industrial estates, shopping malls and research laboratory campuses, the Building Control Group is experienced in all types of building work and provides a customer focused service. The Group takes the view that knowledge is to be shared. It is willing to provide advice in respect of ground conditions locally, general building construction and regulatory queries, fire safety/engineering and will lead on the Development Team Approach where appropriate, along with making those other essential linkages with other Departments within Stevenage Borough Council and beyond. We understand our client’s business objectives and, to assist your processes, central to our service delivery are: pre-application consultations on major projects; prompt turn-around of formal applications, within 15 working days; determination of all applications within the statutory period; same day site inspections if notified before 10.30am; free completion certificates within seven days of satisfactory completion. Other activities in which the business
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orientated environment involves us include: active participation in the LABC Services Partner Application Scheme (PAS) and LANTAC scheme; dangerous structures; demolitions; Safety at Sports Grounds; Development Team Approach; Development Control liaison and site compliance; Houses in Multiple Occupation; structural and building surveys and the ‘Access Officer’ role.

Availability

Our Building Control Surveyors are normally available between 8.30 and 10.30am and between 3.30 and 5.00pm. Surveyors carry mobile phones so if you need to speak with them urgently please contact 01438 242264 and our Technical support Group will arrange for a surveyor to contact you promptly. Outside office hours there is an answerphone to enable you to leave a message and you will be contacted early on the next working day. The Building Control Group is aware that persons with disabilities may have difficulty visiting the Council offices and arrangements can be made for a surveyor to make home visits to discuss a proposed project before formal submission. To assist your development programme we will respond to site inspection requests on the same day provided that the request has been received by 10.30am and we are able to provide out-of-hours site inspections on major projects by prior arrangement.

Electronic Working

Stevenage Building Control now operates fully electronically and can offer you the ability to receive your Building Regulations application electronically through the Submit-a-plan.com portal. Should you wish to use this service and benefit from the greater speed and reduced costs it offers you please contact our Technical Support Group on 01438 242264

Contacts

Building Control Manager
Steve Polfreman 01438 242256

Principal Building Control Surveyor
(South) Bryan Rance 01438 242279

Principal Building Control Surveyor
(North) Mark Ringshall 01438 242438

Senior Building Control Surveyor David Eggleton 01438 242265

Assistant Building Control Surveyor
Amber Kendellen 01438 242833

Assistant Building Control Surveyor
Philip Marsh 01438 242832

Building Control Technical Support Group 01438 242264

The Building Control and Planning reception is within the main Stevenage Borough Council offices adjacent to the bus station and near the railway station and is fully accessible for persons with disabilities.

Building Control,
Stevenage Borough Council,
Daneshill House,
Danestrete,
Stevenage,
Herts SG1 1HN
Phone: 01438 242264
Fax: 01438 242922
Email: buildingcontrol@stevenage.gov.uk
The Three Rivers area is located in South West Hertfordshire and offers an ideal mixture of beautiful countryside, excellent leisure facilities, good communications, historical buildings, purpose built offices and well situated parks. Three Rivers District Council was established in 1974 by combining the former urban districts of Rickmansworth and Chorleywood with part of the rural district of Watford. The main offices are based in Rickmansworth in Three Rivers House, which was opened in May 1991. In March 2000 the first Customer Service Centre, unlike any known in the country, was launched. The largest Council chamber is named after William Penn - Penn Chamber, and the other two meeting rooms after John Dickinson and Feargus O’Connor. The Council provides a wide range of services to the people and businesses in the surrounding communities of Chorleywood, Abbots Langley, South Oxhey, Sarratt, Moor Park and Maple Cross. The district has large areas of attractive open countryside, much of which is covered by the Green Belt legislation. In Three Rivers it is not uncommon to travel along leafy lanes surrounded by areas of outstanding natural beauty yet only minutes away from Britain’s busiest motorway, the M25. Water is an important element of Three Rivers, with the local rivers Chess, Gade and Colne giving the district its name. The Grand Union Canal runs through the district and nearby the Council provides a water park called the Aquadrome, which provides a unique mixture of open space, walks, sailing and watersports. Other leisure facilities in the area include Watersmeet, a multi-purpose entertainment centre; swimming pools; sports pitches; golf courses; and abundant parks and playing fields. William Penn Leisure Centre opened in July 1996. Being on the outer fringes of London, communications in the area are very good with road and rail links to London and elsewhere, including the M1, M25, the West Coast main line and the Metropolitan Line. In addition, the proposed East-West CrossRail will serve Chorleywood, Rickmansworth and Moor Park en route to Central London and beyond. The Croxley Link is proposed to be constructed by 2018 and will provide direct links into Central Watford and a junction station for connection to the main line. Heathrow and Luton airports are in close proximity to the district.

Building Control
The Building Control section is situated in the Leisure and Environment Department at Three Rivers House. A team of seven officers with administrative support is responsible for the enforcement of the Building Regulations. They deal with Full Plans / Regularisation applications and
Building Notices submitted, which cover building work on all types of buildings from small domestic extensions to large commercial and industrial developments. Building Control also exercise control over such matters as dangerous structures and excavations; ruinous and dilapidated sites; demolition works and means of escape in case of fire in certain buildings. For operational purposes the district is divided into two geographical divisions with experienced Building Control Surveyors assigned to each. The surveyors concerned are responsible for the checking of applications, subsequent site inspections and the institution of any enforcement proceedings necessary to ensure defective building works are remedied. All Building Control staff are required to study for degree level professional qualifications, leading to corporate membership of the RICS, and the Council is accredited with IIP status. The Council has adopted a Policy Document, which sets out the level of service to be provided, Performance Indicators have been introduced to enable quality objectives to be monitored and a Quality System accredited by BSI under BS EN ISO 9001:2000 was introduced on 1st August 1994. Building Control received a Charter Mark award in 1995, 1998, 2001 and 2004.

Availability
The Building Control Officers can normally be contacted between 8.30am and 10.30am from Monday to Friday by telephone. Appointments can usually be arranged for other times during the day subject to prior arrangement. The inspectorate will respond to both written or, where appropriate, telephone notices and when such notice is received before 10.00am will usually visit the same day. To facilitate this prompt service a telephone Hotline (01923) 727136 is available, to log requests for inspections, between 3.00pm and 10.00am.

Ancillary Services
(a) Pre-Application Consultancy
(b) Electronic Plans submission facilities
(c) We welcome partnerships from both the private and public sectors.

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Contacts
Three Rivers District Council,
Three Rivers House, Northway,
Rickmansworth, Hertfordshire WD3 1RL

Inspection Hotline 01923 727136
Building Control Fax 01923 727137

Chief Building Control Surveyor
Clive Fuller 01923 727125
Email: clive.fuller@threerivers.gov.uk

North Area
Abbots Langley, Bedmond,
Chandlers X, Chipperfield,
Chorleywood, Croxley Green,
Flaunden, Garston, Heronsgate,
Hunton Bridge, Kings Langley,
Leavesden, Pimlico and Sarratt

Peter Moore 01923 727131
Principal Building Control Surveyor
Email: peter.moore@threerivers.gov.uk

Mike Holdbrook 01923 727131
Senior Building Control Surveyor
Email: mike.holdbrook@threerivers.gov.uk

South Area
Carpenders Park, Maple X, Mill End,
Moor Park, Northwood,
Rickmansworth, South Oxley and
Watford (part)

James White 01923 727128
Principal Building Control Surveyor
Email: james.white@threerivers.gov.uk

Amy Nicholls 01923 727129
Building Control Surveyor
Email: amy.nicholls@threerivers.gov.uk

Shawn McFarlane 01923 727138
Building Control Surveying Technician
Email: shawn.mcfarlane@threerivers.gov.uk

Administration 01923 727130
Linda Bishop
The borough of Watford, with an area of approximately 2,000 hectares (5,000 acres) is geographically one of the smallest of all the 296 Councils in England, yet has a population of approximately 83,000. Situated in the south-west of Hertfordshire, Watford has location advantages due to its excellent communication links. The M1 and the London to Glasgow railway pass through the Borough and London Euston may be reached in 20 minutes by train. Via the M25 there is easy access to the major airports of Heathrow, Gatwick, Stansted and Luton. These key links have made Watford attractive to industry and commerce and a number of international and national companies have established headquarters in the borough. The town centre is classified as a major sub-regional shopping centre, with an estimated population in excess of one million people being within 20 minutes driving-time of Watford. The Harlequin Centre, a two-storey prestigious shopping mall, has further enhanced the quality of the town’s shopping facilities. As well as being a great place to shop, the town centre has the Palace Theatre, the Pump House Arts Centre and Watford Museum, offering a variety of entertainment and interest. For the active, Watford Leisure Centre in the north of the borough, several private fitness clubs in the town centre, as well as the brand new Central swimming baths offer a choice of venues for the majority of sports and leisure activities. The Café Quarter of the High Street is proving to be one of the most popular restaurant and nightclub areas in the South East of England – rivalling the West End! Although mainly urban in character, the borough has a number of parks and open spaces. The most notable of these parks is Cassiobury Park through which run both the River Gade and the Grand Union Canal.

Building Control

The Building Control section of Watford Council forms part of the Planning & Development Department, based at the Town Hall. The section currently has a staff of seven, including five Building Control Surveyors with structural engineering advice provided to the section by consultant structural engineers. Building Control and Development Control are headed by the Development Manager ensuring close contact with planning officers and pursuance of the ‘Development Team
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Approach’. Consultation with the Fire Authority is also carried out promptly and effectively at regular weekly meetings. The Building Control section seeks to provide a helpful and professional service. Advice and assistance will be given prior to the formal submission of plans, particularly in respect of means of escape in case of fire and access requirements under Part M. Watford Building Control supports the Partner Authority Scheme, offering a prompt supportive service to both our and other Councils’ Partners. Details of this initiative can be obtained by contacting the Head of Building Control or checking out the Local Authority Building Control website (www.labc.uk.com). We are also working closely with Three Rivers District Council Building Control with a view to providing a greater resource, servicing the demanding workload of modern day construction. The availability of our extensive current and archived property records will often provide useful details of ground conditions, drainage arrangements etc. Included in the remit for Watford Building Control is the processing of Demolition Notices and dealing with Dangerous Structures – on a 24/7 basis.

**Inspection of Work on Site**

Forty eight hours notice of work to be inspected should preferably be given, however inspections will be made on the same working day, if notified before 10.00am. Surveyors aim to be as flexible as possible in respect of being on site at times that suit our customers.

**Availability**

Additional information may be obtained from the Building Control Section. Information and assistance may be obtained without prior appointment at the Customer Service Centre at the Town Hall from 8.45 to 10.30am and from 4.00 to 5.15pm (Monday to Friday). If this is not convenient, alternative times may be arranged by appointment.

**Contacts**

To contact the Building Control section, the address is:

Building Control,
The Town Hall,
Watford,
Herts WD17 3EX
Telephone: 01923 278303
Fax: 01923 278304
Email address: buildingcontrol@watford.gov.uk

Visit the Council’s website at www.watford.gov.uk to download application forms, fee schedules and guidance notes.
Welwyn Hatfield borough covers an area of 50 square miles within central Hertfordshire and has a population of about 94,000. The borough retains a surprisingly rural atmosphere despite its closeness to London and is a highly successful commercial and industrial centre. It is unique in containing two new towns, Welwyn Garden City and Hatfield. In addition the borough encompasses the smaller communities of Little Heath, Cuffley, Brookmans Park, Welham Green, Lemsford, Welwyn and Woolmer Green. The borough’s main commercial centres are in Welwyn Garden City and Hatfield although there are neighbourhood and village centres serving more local needs. Major developments being carried out at this time include the redevelopment of the British Aerospace site at Hatfield, with warehouse and operations buildings for major businesses, and development work for the University of Hertfordshire at their Hatfield campus.

Building Control
The Building Control section is a business unit of the Council’s Strategy and Development Directorate and part of the Planning Division. The management of the section is carried out by the Building Control Manager. The department is staffed by officers with considerable technical experience in the construction industry. Most of them have been with the Authority for many years and are well acquainted with local conditions and knowledge useful to builders and prospective developers. All Full Plans applications under the Building Regulations are dealt with within the statutory period and in many cases a response is made within two weeks of depositing the plans. Every effort is made by the staff to assist applicants with their submissions and to deal with any matters arising as quickly as possible thereby enabling the application to proceed to a speedy conclusion. In addition to a plan vetting and inspection service the department is also responsible for dealing with Notices required in advance of demolition works together with taking action to protect the public safety in the event of buildings or structures becoming dangerous.

Availability
The Building Control department is located in the main Council Offices at The Campus, Welwyn Garden City and is open to the public between 8.45am and 5.15pm Mondays to Thursdays and 8.45am to 4.45pm on Fridays. Normally officers are available to answer technical queries between 8.45am and 10.30am and after 3.30pm. Although the statutory notice period applies to all requests for inspections, under normal circumstances, local availability means that requests for visits made to the
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office before 10.30am can be carried out the same day. The Council is a member of The Local Authority National Type Approval Consortium and can accept applications under the National Type Approval Scheme.

**Contacts**

The telephone number for general enquiries is 01707 357391.

For further information and guidance on any aspect of Building Control please contact:

Building Control  
Welwyn Hatfield Borough Council  
The Campus  
Welwyn Garden City  
Hertfordshire AL8 6AE  
Telephone: 01707 357000 ext 2391  
Fax: 01707 357255
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