

Notification Framework & Requirements



PROJECT DETAILS

ATBC Reference: _____	Client: _____
Description of work: _____	Principal Contractor: _____
Project address: _____	Principal Designer: _____

GENERAL INFORMATION

Thank you for choosing Adrian Thomas Building Control as your Registered Building Control Approver. We would like to take this opportunity to inform you of the required notifications and stages of construction at which we would like to be notified so that we can arrange a site inspection.

We strongly advise you to gather a photographic record of all critical stages of the work where the below framework indicates. All evidence submitted to Building Control must be date/time marked and images also geo-tagged in line with our Operational Standard Rules outlined by the BSR.

We endeavor to meet any site inspection requests as soon as possible, to facilitate this we ask that you provide as much notice as possible so that we can schedule the inspection. This inspection may be undertaken face-to-face or via remote means where the nature of the work permits.

The below notification framework identifies key stages where we must be notified. If you are unsure as to how this applies to the works for which you have instructed us, please contact us for clarification.

Please note that these are the minimum stages that all Building Control Approvers must be informed. We must also receive an update on progress every four weeks, irrespective of whether any of the below build stages have been reached or completed, this is in order to assess the need for a progress inspection.

Carrying out inspections at the stages outlined below allows ATBC to adequately complete its function, which is to take such steps as are reasonable to assess likely compliance with the relevant Building Regulations so that it can give a final certificate when works are completed.

It is the responsibility of the person carrying out the works or the client to ensure that all elements of the works comply with the building regulations and that site inspections by the building control body are requested at the correct stages. You must declare compliance has been achieved in writing before requesting a final inspection through signing a compliance declaration please.

INSPECTION NOTIFICATIONS

Construction Stage	Description
Start on site	1 week prior to building works starting (at least 2 working days)
Commencement achieved	No more than 5 working days after the work is deemed as commenced
Foundation excavations	Prior to covering
Floor preparation (Oversite)	Prior to covering
Damp proof course	When installed
Drainage	Prior to covering
Structural elements	When constructed and prior to covering
Acoustic/thermal	Prior to covering
Insulation/fire stopping	Prior to plaster-boarding
Above/below ground drains test	After fully backfilling and works are completed
Prior to occupation	No more than 5 days before occupation (please see notes below for information on Extension of Times)
Completion	Within 5 days of finishing the works relating to the description of work

OTHER NOTIFICATIONS & REQUIREMENTS

Notification Required	When to Notify
Appointment of dutyholders	Within 14 days of the date of appointment
Change of dutyholders	Within 5 days of the outgoing dutyholder appointment ending
Amendments to description of work	As and when these are made (only relevant when this effects building regulations)
Compliance Declarations	Required by all dutyholders prior to a completion site inspection by ATBC
Completion Items	Applicable statements, certification, warranties and tests of the works to be provided on completion (please refer to the bottom of our site reports for those applicable)

Please note:

- The number of inspections allowed for is outlined in our fee letter and any inspections completed additionally will be charged accordingly.
- Not all stages described below may be applicable to your the works described above. If you are unsure as to how this applies to the works for which you have instructed us, please contact us for clarification.
- All inspection reports are restricted to requirements covered by Building Regulations current at that time. The purpose of the visits are to carry out spot checks during construction in order to ascertain if any works contravene the Building Regulations. The visits should not be seen as an approval of the works at that or any stage as our Registered Building Inspectors may not be able to see all works at that time of attendance. It is the responsibility of the designers and construction team to achieve compliance with the Building Regulations and not the responsibility of ATBC. If any of the works being carried out are of concern we will inform you at the appropriate time to discuss necessary remedial action or confirm what legal action could be required.
- It is inadvisable to occupy a building without ensuring your works comply with the building regulations. Please note that occupation of work without a final certificate will mean that the initial notice, ATBC, and you jointly served on the Local Authority before the works started will be reverted to Local Authority Control after a relevant period. The period for all commercial work is 28 days, and for all other work, this is two months. ATBC can apply to the Local Authority for an extension of this relevant period, so please keep us informed if you plan to occupy the building before the completion of work. Any Extension of Time submitted to the Local Authority on your behalf will incur additional costs as outlined in the Client Instruction Notice.