

Terms of engagement

Level of service

Our primary function is to enforce the Building Regulations 2010 (as amended) in line with the Building Act 1984 (as amended) and the Building Safety Act 2022. In addition, we deliver on several statutory functions as listed below:

- Building Notice applications
- Building Control Approval with Full Plans applications
- Regularisation Certificate applications
- Reversion applications

Quality of service

When undertaking regulatory control of building work, we will:

- provide a full technical appraisal of Building Regulation applications within set performance targets
- determine all applications within the statutory time limits unless otherwise agreed.
- inspect relevant work on site for compliance with the Building Regulations and associated legislation
- with reasonable notice, carry out site inspections in line with the contractor's programme of works
- carry out certain other statutory duties and responsibilities under the Building Act 1984 and associated legislation

Registered building inspectors

We will provide the details of the Registered Building Inspector who will be responsible for your project including any conditions on their registration (see below).

Registered Building Inspector	Registration Class
Andrew Evans	Class 2 A, B, D and E
Matthew Browning	Class 1
Nicholas Alfieri	Class 2 A, B and D
Gerard Edwards	Class 2 A, B and D
Joanna Hughes	Class 1

Our purpose

Our purpose is to provide a Building Regulation service which includes plan checking, site inspections and the issuing of relevant certification documents. It is the duty-holders responsibility to ensure the planning, managing and monitoring of a project (including allocation of sufficient time and other resources) complies with all relevant requirements.

We offer pre-application advice on all schemes to help get your project on the right lines before you make a formal application. We help you to make sure that Building Regulation approval is given quickly and before building work starts. By working with us in the early stages of your project, such as when you first apply for planning permission, you should be able to ensure that aspects such as fire safety and facilities for disabled people are suitably designed from the start. This will help to avoid costly re-designs and amendments to planning permission, as well as making it easier when you submit your Building Regulation application.

Method of Building Regulation approval

There are two methods of applying for Building Regulation approval, which are: Application for Building Control Approval with Full Plans and Building Notice. Where works were undertaken prior to a valid application being submitted, there is the Regularisation Application and where a Registered Building Control Approver has cancelled the Initial Notice there is the Reversion process.

Application for Building Control Approval with Full Plans method

This application involves the submission of fully detailed plans, specifications, calculations, and other supporting details to enable us to check compliance with the Building Regulations. The relevant fee is paid at application submission stage.

The advantages of using this method are:

- where the plans have been approved and the work on site conforms to them, we cannot ask for the work to be taken down or altered
- approved plans can be used to enable you to gain accurate prices from builders or contractors for the work
- you know what the scheme will look like upon completion

If you are proposing to erect or carry out building work to certain designated types of buildings such as: hotels, boarding houses, offices, shops, railway premises, factories, or a workplace, that are subject to the Regulatory Reform (Fire Safety) Order 2005 or if the works involve building over a sewer shown on the map of public sewers, or houses fronting a private street, you must utilise the application for Building Control Approval with Full plans.

Building Notice method

A Building Notice application is the most suitable option when small works are proposed, with competent duty-holders, therefore detailed plans may be unnecessary. Whilst no formal building plans are required at submission stage, it may be necessary to submit supporting details of a particular form of construction for approval at a later stage by the Registered Building Inspector. Please be aware that this might cause delays should work be progressing. A single one-off fee is payable on submission of the Building Notice and must be fully paid upfront for the application to be processed. As no formal approval is given, good communication between the duty-holders and Building Control is essential, to make sure that work is correct. Emphasis is placed on site inspections to ensure works follow the Building Regulations. It should be noted that if work on site is not in compliance, then that work may have to be altered or removed. This method requires that the builder has a very good understanding as to what is required under the Building Regulations, when carrying out building work. You can commence works 48 hours after deposit of the Building Notice.

Regularisation method

The purpose of Building Regulation 18 (Unauthorised Building Work) is to enable homeowners and others to submit applications for Building Regulation approval after unauthorised work or a material change of use of a building has been carried out.

Typical circumstances may be where a builder or an owner (previous or present) did not seek the relevant Building Regulation approval prior to works commencing. It is not intended that this power should replace or detract from the enforcement powers already available to Building Control, e.g., when an offence is perhaps more consciously created.

Reversion applications

This is where you or the registered building control approver (RCBA) has cancelled the Initial Notice and there is no longer an application in place for the works.

This typically happens when the RCBA has gone out of business or has discovered contraventions that they have been unable to resolve.

Dealing with your application

Once you have chosen the most appropriate type of application for your scheme it will be necessary to submit the required details and appropriate fee to us, please see our Building Control [Monmouthshire Building Control - fees and payment](#)

If you employ a designer, correspondence will generally be with your Principle Designer or the Principle Contractor directly. Requests for inspection notes can be made at any stage through the process.

On receipt of your application, we will check the fee submitted to ensure that it is appropriate to the type and cost of work you propose, the fee allows for a reasonable number of inspections as indicated in the inspection notification plan, where this number is exceeded, you will be advised if additional fees are payable. You will be advised of any necessary adjustment to the fees which have to be paid as soon as possible. If you start work before the application is validated, it may be treated as a Regularisation with a 50% premium to the charge. Please note that for the purposes of calculating the estimated cost of a scheme to establish the level of fee required, the full commercial cost will apply, similarly to DIY (Do It Yourself) projects.

Once the fee is agreed and all the necessary details have been submitted with your application, plans will be appraised against the Building Regulations and where necessary, you will be notified of any amendments required. These are usually required within 5 weeks, or a longer period if agreed, however presently our average of turning applications around for Building Control Approval with Full Plans is 8 days (subject to Fire Authority consultation replies being less than the 15 day statutory consultation period) and Building Notice applications in 2 days. To help us decide on your application within the statutory time, your assistance is requested in ensuring that any amendments requested are returned quickly. Upon grant of approval of your scheme or acceptance of your Building Notice, you will receive formal documentation, along with an information pack which details the site inspection process.

Site inspection

Whether you submit an application for Building Control Approval with Full Plans or a Building Notice, work on site will be inspected at various stages for compliance with the Building Regulations as detailed in the inspection notification plan, a copy of which will be provided once your application becomes valid. It is the responsibility of the duty-holders carrying out the works to notify us at the stages indicated in the inspection notification plan, the stages are risk assessed based on your project.

To ensure smooth progression of your application and building work, please confirm who should be the main point of contact for both the administrative stages (such as paperwork, documentation and formal approvals) and for matters relating to construction work on site, albeit duty-holders should be fully aware of their responsibilities. This will help us maintain clear lines of communication throughout the Building Control process and ensure responsibilities are understood from start to finish.

We operate a short-notice inspection service and can visit your site on the day you require (Monday-Friday). Fees cover all the site visits relating to your scheme as noted on the inspection notification plan. Additional charges may be levied where additional visits are required to show compliance.

Completion certificate

On satisfactory completion of the works and where the required notifications have been received (notification of completion signed by the relevant duty-holders), a completion certificate certifying that the works, as far as can be ascertained, comply with the Building Regulations will be issued within statutory time periods. You are advised to keep this document safe as your solicitors may require it should you sell your property.

It is particularly important that we are notified at the necessary stages of work, as a completion certificate will not be issued unless sufficient inspections have been requested and carried out.

Performance targets

When an application is submitted for Building Regulation approval we aim to:

- appraise all application details for Building Control approval with Full plans, including statutory liaison and to notify duty-holders where applicable, of any amendments that may be required, usually within 8 days of receiving applications (subject to Fire Authority consultation)
- process all applications and issue decisions within the statutory period specified in the Building Act 1984 (five weeks from receiving applications or longer with the agreement of the duty-holder(s) where applicable).

- issue all completion certificates in line with statutory requirements

When works commence on site we will:

- make a site visit the same working day (with appropriate notification) on the day the inspection is due.
- where special arrangements are necessary, every effort will be made to accommodate your request
- upon satisfactory completion of your scheme, we will issue a completion certificate.

Liability

The applicant may find it beneficial to hire a professional in the management and supervision of their construction project, such as a clerk of works, independent surveyor, or site agent, to perform interim site inspections. This approach ensures that all construction areas comply with Building Regulations, particularly given the gaps between site inspections conducted by our Registered Building Inspector. Relying solely on Local Authority interim inspections may not be prudent, as the Local Authority does not consider it is liable for defective work as a result of undertaking its Building Control function. There is no statutory provision imposing liability on the Local Authority Building Control service, liability is limited by case law. You are responsible to ensure all Building Works comply with the Building Regulations 2010.

Data protection policy

Please refer to the bottom of our application form.

Referral fees

Building Control do not receive or pay any referral fees.

Complaints policy

Our complaints policy can be found [here](#)

Insurance

Details can be found by contacting Monmouthshire County Council principle insurance and risk management officer.

Regulation of Building Control

Building Control is regulated by the Building Safety Regulator/Welsh Government and complaints can be made to them at [Health and Safety Executive \(HSE\): Building safety](#) or [Welsh Government](#)