



BUILDING CONTROL INFORMATION SHEET



Site Inspections & Site Safety

SITE INSPECTIONS

When can I start work on site?

If you have deposited a 'full plans' application you will only receive the full benefit and protection from this procedure if you wait until you have received a notice of approval before starting work on site.

However, if you choose to there is nothing to stop you starting work once you have deposited your plans and given the Council a notification of commencement at least two clear days before you intend to start.

If on the other hand you have chosen to submit a 'Building Notice', this procedure is specifically designed to enable you to start work once you have given the notice to the Council followed by a notification of commencement at least two clear days before you start

At what stages will the Building Control Surveyor inspect?

In order to ensure that the works meet minimum standards, principally in respect of health and safety matters, it is your legal obligation to notify us before you cover up certain parts of the construction.

When you have received approval or your Building Notice has been accepted, we will send you an inspection schedule advising you when you should contact the Building Control Surveyor, in order that an inspection of the works can be made.

The following is an example of a typical inspection schedule for a single-storey extension;

<u>Inspection Stage</u>	<u>Notification</u>
Commencement of works	Min. 48 hrs notice
Excavations for Foundations	Min. 24 hrs notice
Foundations concreted	Min. 24 hrs notice
DPC bedded	Min. 24 hrs notice
Hardcore fill	Min. 24 hrs notice
Drains laid	Min. 24 hrs notice
Roof structure prior to covering	Min. 24 hrs notice
Drains backfilled & ready to test	Min. 24 hrs notice
Occupation	Min. 5 days notice
Completion	Max. 5 days notice

You must ensure that you notify us at the correct stages, as failure to do so could result in you receiving a fine and having to open up or take down some or all of the work in order that compliance with the Building Regulations can be ascertained. In addition, it may not be possible to issue a certificate when the works have been completed.

On occasions other inspections will be made as the work progresses, to ensure that the work complies with the Building Regulations. Following a satisfactory completion inspection, a Completion Certificate will be issued.





SITE SAFETY

Building operations can be dangerous irrespective of whether it's a large multi-storey town development or a simple rear extension to a house. This guidance is intended to highlight some of the potential health and safety problems involved in building work so that accidents can be avoided and good working practices promoted and maintained.



BUILDING MATERIALS & SKIPS

The placing of builders skips on the Highway requires the permission of the Highway Authority. Contact the Council's Highways Section (01983) 821000 for further information. The placing of builders skips on the Highway requires the permission of the Highway Authority. Contact the Council's Highways Section (01983) 821000 for further information.



CONTRACTORS VEHICLES

If vehicles can be parked on the site this will avoid creating unnecessary traffic hazards and inconvenience to neighbours, pedestrians and road users. It will also ease the safe delivery of materials.



It is an offence to leave building materials on a public highway (footpath or road). Always make sure that when materials are delivered they are loaded directly onto the site. Contact the Council's Highways Section (01983) 823777 for further information.



PROTECTIVE CLOTHING & EQUIPMENT

It is a legal requirement that hard hats be worn at all times on construction sites by both workers and visitors to the site. Workers must be provided with clothing and equipment that gives appropriate protection.



EXCAVATIONS

Excavations, in particular excavations in excess of 1.2m, must be effectively and properly shored where people are working in them. Where excavations are left open for any length of time their perimeters should be guarded and / or taped off and the void covered by suitable material to prevent falls into the excavation.



SCAFFOLDING

Scaffolding must be safe to work on, properly tied and braced on a firm footing. Ensure toe-boards and guardrails are used and that the scaffold is not overloaded. Ladders must be correctly placed and adequately fixed and appropriate for the work involved. If there is any risk of over-reaching a scaffold or scaffold tower should be used.



SITE SECURITY

Try to keep equipment secure when unoccupied. This will help prevent theft or vandalism of equipment, which may result in danger to operatives. Immobilize plant and equipment, remove ladders and secure gates and secure gates and fencing. Provide safety warning signs indicating that building work is being undertaken and that building sites can be dangerous places.



None of the foregoing is exhaustive and all the necessary precautions must be taken to minimise risk, nuisance and disruption to third parties. Safety is the responsibility of everyone whether they are the employer, employee or self-employed. Responsible attitudes and common sense can dramatically reduce the risk of accidents.



Employers and others must accept responsibility for providing a safe, healthy working environment and employees take care for their own and their fellow workers safety.



Further Information

Detailed information on technical matters and legal requirements concerned with building and construction operations is available from the following organisation:



The Health and Safety Executive
Priestly House, Priestly Road
Basingstoke
RG24 9NW



Tel: 08701 545500 Website: www.hse.gov.uk

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