

Building Regularisation Application Pack.



Nottingham
City Council

To enable us to accept your application to regularise your unauthorised building work it is your responsibility to read and understand the following.

It is strongly advised if you have not already done so to appoint a building professional to act on your behalf, to prepare all relevant plans, drawings, specifications, and any other information required to prove full compliance with the relevant building regulations prior to the application being registered.

Once registered we will require you or your building professional to suitably open up any covered building work as required for a visual inspection.

You or your appointed building professional (e.g. Architect) are required to provide the following:

1. A scaled floor and elevation plan showing how it is has been constructed including dimensions and room uses and any window and door changes*
2. A scaled floor and elevation plan showing how it is was prior to any construction.
3. Full specification, for materials used for the new construction, including sizes of any timber or steelwork*, include calculations for beams or structural items*
4. Detail description of all the works undertaken, including any photographic evidence, receipts for materials etc.
5. Fixed service certification*, which includes an domestic electrical installation certificate from a qualified part P registered electrician* and any gas safe certificates from a certified gas safe engineer*
6. Disabled access plan and specification*, only if the works relate to none domestic or new dwellings.

For the extension of existing buildings or alterations, window and door replacement, re-roofing work, basement conversions, loft extensions or conversions, garage conversions etc.

Note only the areas of construction that apply to your project.

Foundations.

1. We will require a minimum of 3 trial holes alongside the foundations to a depth 100mm deeper than the underside of the foundation bottom. Usually abutting the existing house foundations to show new and existing depths side by side on opposite sides and one corner at the furthest point, (others may be requested if required).

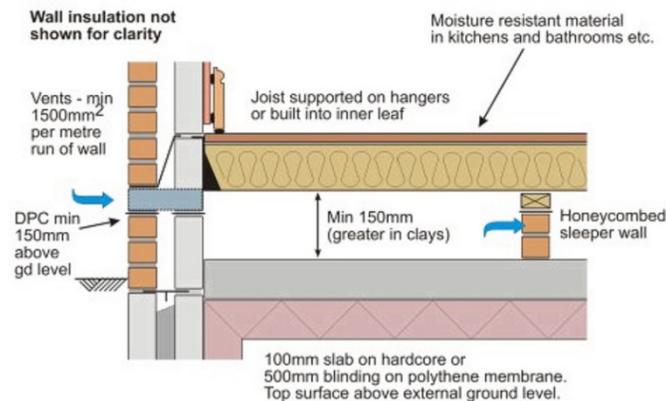
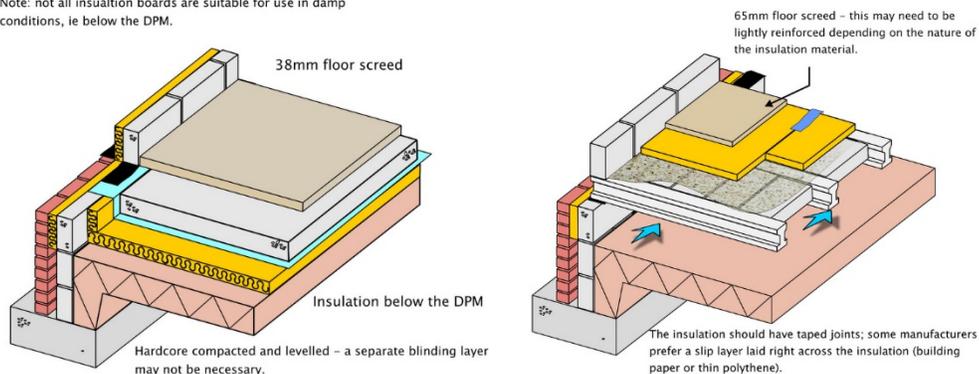
Floors.

2a. Ground level concrete floors. We will require you to show the floors granular subfloor, sand blinding, damp proof membrane, insulation and structural slab thickness.

2b. Ground level, Timber or beam and block floors. We will require you to show the subfloor damp proof membrane and covering, joists depth and width, ventilation, insulation and floor finish.

2c. Upper floor levels, Timber or beam and block floors. We will require you to show fire resistance, sound insulation*, joists depth and width, insulation* and floor finish.

Note: not all insulation boards are suitable for use in damp conditions, ie below the DPM.



Walls.

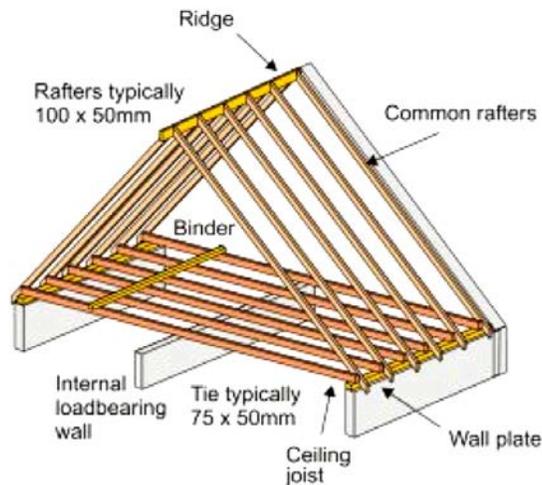
3. We will require a minimum of 3 viewable locations by the removal of external bricks or internal blocks, in order to show cavity width, cavity wall ties, insulation, block thickness and type, and wall finish, usually one access point on each elevation. With at least 1 window, side reveal access point to show thermal cavity closer.

Roof.

4a. Flat roofs. Access to the roof to see roof structure, depth and width, ceiling finish, fire resistance*, insulation, ventilation, waterproof layer type, thickness and surface finish, surface spread of flame*, limited combustibility*, and lead flashing*

4b. Pitched roofs. Access to the roof void to see roof structure, depth and width of joists rafters and purlins* and bracing, restraint straps, ceiling finish, fire resistance*, insulation, breathable membranes, surface spread of flame*, limited combustibility*, tile type and pitch and lead flashing*

We will require the manufactures stated tile name, the minimum pitch required and minimum head lap recommended.



Drains.

5a. Storm or roof water drainage. We will require access to the drain at any point the drain changes direction or pipe size via an access chamber or manhole, we need to check the depth and construction, we will require a trial holes over the drain to see the granular bed and surround, pipe diameter, depth of cover, location, and line and level and soak away location and constriction*

5b. Foul drainage. We will require access to the drain at any point the drain changes direction or pipe size via an access chamber or manhole, we need to check the depth and construction, we will require a trial holes over the drain to see the granular bed and surround, pipe diameter, depth of cover, location, and line and level, soil and vent pipes location and termination, gullies*, and above ground connections*

If your drains serve one or more properties it is your responsibility to contact and inform Severn Trent of the situation, if you have built over or close to the drain you must obtain a written building over agreement.

For the creation of a new dwelling, splitting existing building into flats, new buildings, etc.

All the above will be relevant as well as:

6a. Energy performance certificates, sound test certificates, water usage calculations, air leakage test results, ground investigation report* bin storage and location* and full location plan indicating boundaries. Access statement and disabled access requirements.

*denotes - required for certain class of development or special location your building professional will advise you.