

## **Service Plan for: New commercial buildings and extensions**

### **Inspection of Work**

When contacting the department for an inspection it is useful if you can give the following information:

1. The inspection required
2. Preferred time of visit
3. Application number
4. Site address
5. Builders name
6. Contact name and telephone number

This will help the inspector provide you with the best service. It is important that you request all of the relevant inspections for your works so that a certificate can be issued on completion.

Inspections should be booked the day before required by 4.30p.m. online via this link: <https://www.chichester.gov.uk/buildinginspectionform>

**You or your builder must notify the Council before commencing work and at the following stages for each plot:**

1. **At commencement and excavation of the foundations.**
2. **After concreting the foundations, when hardcore is laid over the site, at damp proof course level.**
3. **Before covering any drains / soakaways.**
4. **After any above or below ground drainage is complete and on test.**
5. **When floor joists, roof structure or beams are placed before they are covered up.**
6. **Pre-plaster when insulation etc can be inspected.**
7. **Pre-completion when fixed building services and fire pre-cautions can be inspected.**
8. **On completion of the work.**

**Please note:** additional inspections/site visits may be required due to departures from the approved plans or unforeseen circumstances. If at anytime it seems likely that your total chargeable inspection time is going to exceed your quoted inspection fee we will contact you to discuss this.

**The following information will be required, where applicable, as the work proceeds.**

- If your Full Plans application has been approved with conditions, work should not start on the element to which the condition relates until the outstanding information has been approved, e.g. beams, roof trusses, pre-cast concrete floor systems, etc.
- A copy of the alarm and detection plus emergency lighting BS certificates.
- Pre-completion sound tests or robust details registration.
- Air leakage tests, service commissioning certificates and iSBEM / EPC

### **Building Over Sewer – Section 18 of the Building Act 1984**

Before works are commenced you should ensure that works do not involve building over a sewer.

You may wish to contact Southern Water Services if you have shared drainage on the site (Contact number can be found at [www.southernwater.co.uk](http://www.southernwater.co.uk)).

### **Planning Permission**

Obtaining Building Regulations approval does not constitute an application under the Town and Country Planning Acts and therefore you should ensure that planning permission is not in fact required, or that it has already been granted, before you proceed with your development.