



# BUILDING CONTROL INFORMATION SHEET



## What does the Decision Notice mean?

Once an application has been submitted to us under the Building Regulations, we will carry out checks to ensure that the requirements of the Regulations have not been contravened. We must make a formal decision within a set period of time (five weeks or, with agreement, two months). The decision we make will either be Approval, Conditional Approval or Rejection.

### Approval

We are satisfied that the works you have indicated you intend to carry out will not contravene the requirements of the Building Regulations.



### Conditional Approval

We are satisfied that the works you have indicated you intend to carry out will not contravene the requirements of the Building Regulations provided that the additional information specified is given to us and/or the modifications specified are made.

It is essential that the additional information required is given to us as soon as possible, in order that the conditions can be discharged before that element of the works is commenced. Failure to do so may result in you having to undertake additional works in order to rectify contraventions.

### Rejection

We are not satisfied at this stage that the works you have indicated you intend to carry out will meet the requirements of the Building Regulations. Accompanying the Rejection Notice is a list of issues that need to be resolved and a new application form. If you wish to proceed with your proposals, you or your agent should complete the application form and submit it together with sufficient details to show that the issues identified can be resolved and the Building Regulations satisfied.

Provided that this new application is essentially for the same works as the rejected application, you will not be required to pay a further plan checking fee. Once the new application has been received, we will carry out further checks and issue a new decision notice (Approval, Conditional Approval or Rejection).

If you wish to clarify any matter in relation to the decision notice for your proposed works, please contact us.



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