

Service Plan for: Formation of, or alterations to, rooms in the roof

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:

1. **At commencement and inspection of existing building structure.**
2. **When floor joists, roof structure or beams are placed before they are covered up.**
3. **Before covering any drains.**
4. **After any above or below ground drainage is complete and on test.**
5. **Pre-plaster when insulation, staircase and fire precautions etc can be inspected / discussed.**
6. **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.
- Additional structural information if required following the exposure of the existing structure.
- A copy of the electrical installation certificate.

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.