



VERIFICATION DURING CONSTRUCTION

Guidance to Support the Application of Reasonable Inquiry



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Produced by the Local Authority Building Standards Scotland (LABSS) and
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Purpose: The handbook has been produced to support the Performance Framework implemented from 1 October 2012 in particular Key Performance Outcome 2.

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1.1	01/10/19	Inclusion of additional guidance on multi plot development.

Table of Contents

1. Introduction	1
Purpose	1
The Building Standards System in Scotland	1
2. Methodology	3
Overview	3
Risk Assessment	3
3. Construction Compliance and Notification Plan	4
Construction Compliance and Notification Plan (CCNP).....	4
Construction Stages	4
Construction Risk.....	5
Interaction with Performance Framework	5
4. Multi-Plot Applications and Sampling.....	6
Multi-Plots	6
Housing Developments	6
Flatted Developments.....	6
Multi-Plot Checking.....	6
5. Use in Practise - Factors for Consideration.....	8
Who should receive the CCNP	8
Alternative Evidence.....	8
Late Building Warrant.....	8
Staged Warrant.....	8
Amendment to Warrant.....	9
Completion Certificate where no Warrant was obtained.....	9
6. Reporting of Key Performance Outcomes	10
Key Performance Outcome reporting (KPO).....	10
Non-Domestic Applications.....	10
Number of CCNPs for 'accepted' completion certificates.....	10
The percentage of CCNPs fully achieved	10
The main reasons why CCNPs were not fully achieved.....	10
The main aspects of technical non-compliance found through Reasonable Inquiry (prioritised)	10
7. Outline Process Flow Chart.....	12
Annex A - Risk Factors	13
Risk Assessment	13
Project or Work type	13
Value of work	13
Size.....	13
Complexity	13
Quality of application.....	13
Contractor competence.....	14
Annex B - Determine Complexity Risk.....	15
Determine Complexity Risk.....	15
LEVEL A	15
LEVEL B	15
LEVEL C	16
LEVEL D.....	16
Annex C - Risk Matrix (Domestic).....	17
Annex D - Construction Compliance and Notification Plan (Example).....	18
Annex E - Target Stages.....	20
Example 1 - Patio Doors (Level A)	20

Example 2 - Single Storey Timber Frame Extension (Level B).....	20
Example 3 - Two Storey Timber Frame House - Single Plot (Level C).....	21
Example 4 - Multi-Plot Site (Level C/D).....	21
Example 5 - Two Storey House - Staged Application (Level C).....	22
Example 6 - Late Building Warrant Applications (Level C).....	22
Example 7 - Non-Domestic (for use while methodology is being finalised).....	23
Annex F - Alternative Evidence.....	24

1. Introduction

Purpose

This handbook has been produced to support the Performance Framework implemented from 1 October 2012, in particular, **Key Performance Outcome 2** 'Increased Quality of Compliance during the Construction Processes'. It has been developed by Local Authority Building Standards Scotland (LABSS) and the approach is supported by the Building Standards Division of the Scottish Government.

The aim of the handbook is to promote a consistent level of building standards service during verification of construction by using a risk-based approach to inspection and other forms of assessment e.g. photographs.

The key objectives of this document are to enable local authority verifiers to maximise their effectiveness in deploying their resources for the monitoring of building work. This points clearly to the importance of a risk assessed approach and that resources should be applied where the greatest risk of non-compliance may exist.

This guidance does not seek to define 'reasonable inquiry' in terms of the Building (Scotland) Act 2003. However, it will aid the application of reasonable inquiry as it relates to each individual building warrant.

The Building Standards System in Scotland

The building standards system in Scotland is established by the Building (Scotland) Act 2003. The system is intended to ensure that building work on both new and existing buildings results in buildings that meet reasonable standards. The standards are set out in the building regulations which are, in the terms of the Act, intended to:

- secure the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings
- further the conservation of fuel and power, and
- further the achievement of sustainable development.

The purpose of the building standards system is to protect the public interest. To ensure that the aim of the system is not undermined, the Building (Scotland) Act 2003 provides local authorities, through the verification process, the power where necessary, to take action to make buildings comply with the building regulations.

Verification of the compliance of building works with Scottish building regulations is undertaken by the 32 Scottish local authorities in their role as verifiers. The work of verifiers has two main elements: checking that building plans comply with building regulations when an application is made for a building warrant and undertaking reasonable inquiry to verify that the building work complies with the approved plans, details and with regulations.

The inspection of building work in progress is an important part of the building standards verification procedure. However, it must be stressed that inspections are to protect the public interest in terms of compliance with building regulations, not to ensure that all the work is constructed as the person paying for the work would want it.

Responsibility for compliance with the building regulations lies with the relevant person (usually the owner or developer). Therefore any checks made by a verifier do not remove any responsibility from the relevant person. The relevant person is required to certify all the completed work as being in accordance with the approved building warrant and building regulations by the submission of a completion certificate to the verifier.

In signing the completion certificate the relevant person is declaring that work has been carried out in accordance with the approved building warrant plans and in addition also confirms work complies with building regulations.

Building standards surveyors cannot be, and are not, required to supervise or monitor every activity on a building project nor can they be present at all times. The supervision of building work is the responsibility of the building owner or developer who should appoint a building professional to supervise the work to ensure the standard of workmanship is satisfactory and meets the building regulations.

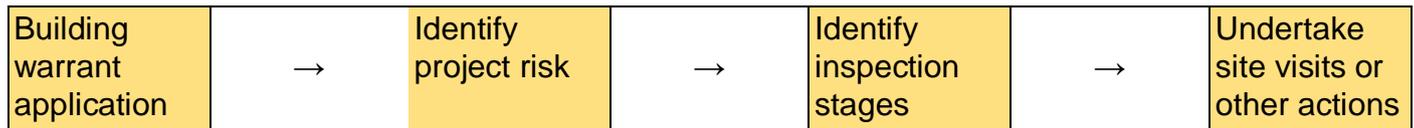
2. Methodology

Overview

The methodology is organised around four consecutive elements of the warrant application process. It also identifies a risk assessment procedure for carrying out verification.

This approach is risk based, flexible, easily understood and communicated.

In simple terms, the verifier actions are:



See Section 7 for the Outline Process Flow Chart

Risk Assessment

The risk assessment allows a Construction Compliance and Notification Plan (CCNP) to be created, which will then be issued along with the building warrant. This plan will confirm the different stages of the project where the owner or developer should notify the verifier. **The plan will also detail any alternative to site visits deemed appropriate by the verifier.**

For details of the factors forming part of the risk assessment see **Annex A**.

The shape of the CCNP will be developed during the processing of the building warrant application.

When an application is received it will be allocated to an appropriate building standards surveyor or officer in accordance with the verifier's protocol for allocation. This will be based on the particulars of the application whilst taking into consideration the risk matrix **to give a baseline level of risk** (Level A, B, C or D).

Once the plan check has been completed, any additional design or build complexity will have been identified (see **Annex B** for determining complexity risk and **Annex C** for the risk matrix for domestic buildings). If any additional risk factors are identified, the baseline risk and the minimum targeted stages are reviewed and amended accordingly. The quality of the application and any re-submissions should also be considered as this could indicate a higher risk of non-compliance during the construction phase. The complexity aspects will be unique to each project. From this review of the risk assessment the verifier will draw up a schedule of site visits or other alternative methods of evidence to check compliance. **The resultant construction stages for notification are then set out in the CCNP.**

For an example of a CCNP see **Annex D**.

3. Construction Compliance and Notification Plan

Construction Compliance and Notification Plan (CCNP)

The CCNP is issued at the same time as the building warrant. It sets out the construction stages that the verifier has identified for site visits or other alternative methods to check compliance. It clarifies when the applicant or developer should notify the verifier and the purpose of those notifications. Notifications should allow sufficient time for the verifier to respond as appropriate.



When the applicant uses an agent, any notes for guidance should make it clear that the CCNP should be sent by the agent to the applicant or developer for passing to the builder. This is important to make sure the CCNP notifications are made to the verifier.

When considering which areas of construction to target consideration should be given to the following:

- Areas of greatest non-compliance, or consequence of non-compliance
- Innovative projects or building size e.g. tall buildings, and
- Technical aspects such as structure, fire, environment, safety, noise, energy and sustainability.

Construction Stages

The timing of the construction stages should also be considered for example:

- **Early** (at or shortly after commencement) – foundations, open drains, and other site works available for inspection
- **Intermediate** (at the most appropriate stages) – the superstructure would be part complete, but would still allow issues such as fire protection, structural elements and insulation to be viewed. The intermediate stage of a project may last weeks or months and may include multiple site visits by a verifier. See **Annex E** for examples
- **Late** (shortly before or at completion) – near to completion inspection would consider a range of issues on fire management, services and building performance.

In reflecting the need for a verifier to appropriately deploy their resources, multiple elements identified in a particular stage of a CCNP can be viewed during a single visit - the extent of which is the judgement of the individual building standards surveyor or officer.

Construction Risk

The owner, developer and builder are key factors in the successful transfer of the approved design into a completed project compliant with building regulations. Once work has started however, if the verifier considers it necessary to intervene more, they should introduce additional checking for compliance. In exceptional cases the verifier may consider issuing an updated CCNP to ensure they are notified at the additional stages.

Interaction with Performance Framework

Local authority verifiers, in partnership with Scottish Government, have developed a Performance Framework. This framework will assist the drive to promote quality of assessment and effective adherence to the building regulations compliance process. A number of Key Performance Outcomes have been adopted within the framework. In particular **Key Performance Outcome 2** covers 'Compliance during the Construction Processes' and aims to encourage better compliance of the built product. The measures being implemented are:

- The % of Construction Compliance and Notification Plans fully achieved
- Main aspects of construction non-compliance identified
- Main factors preventing the delivery of the Construction Compliance and Notification Plans (e.g. applicant/verifier/both)

Construction Compliance and Notification Plans (CCNPs) will be issued with all (domestic and non-domestic) building warrants granted for applications made from 1 October 2012.

For domestic buildings, CCNPs will be based on the risk based methodology set out in this handbook.

For non-domestic buildings, CCNPs will be based on current verifier practices until the non-domestic risk based methodology is introduced from 1 October 2013.

4. Multi-Plot Applications and Sampling

Multi-Plots

The building standards system requires the verifier to carry out reasonable inquiry on all building work covered by a completion certificate. Multi-plot housing sites pose a particular challenge with regards to construction stages and the associated compliance checks, and therefore need further consideration. Housing sites can consist of many different designs each of which may require a different approach to reasonable inquiry. For example a development of detached buildings will require different checks than a flatted building.

Therefore for a multi-plot application, the approach should be project-based with reference to the mix of dwellings, the type of buildings and the phasing of commencements across the site.

It is not expected that verifiers will generate a physical individual CCNP for each plot but they will be required to record whether the generic site CCNP has been complied with for each individual plot. However a unique CCNP should be prepared for each distinct building type requiring a separate approach (i.e. flats or houses with basements).

It is also not expected that a verifier will rely on notification for every plot at all stages outlined in the CCNP.

On a multi-plot housing development the verifier should consider the rate of construction and programme inspections or other checks in response. On this basis the outcome of the CCNP would not be considered as a fail if the verifier has undertaken such checks as required through routine activity as opposed to notification.

It is recognised that in reality there is routine communication between site agent and verifier during construction and this should be used to inform the verifiers approach to the timing of regular inspection visits or other checks.

Housing Developments

The construction stages identified by the verifier for notification are likely to be repeated across similar plots however, the actual checking by the verifier may vary and recognise benefits of sampling. In some cases the checking may be by site visit of the individual plot. In others, the checking may be by reference to sampling and evidence from site visits already done on other plots.

For example, a single CCNP can be created covering all detached and semi-detached dwellings on a site with that plan detailing specific requirements covering all plots. These specific requirements will include reference to sampling where deemed appropriate by the verifier.

An example of a CCNP for a multi-plot housing site is contained in **Annex E**.

Flatted Developments

Where an application contains flats and dwellings or another form of mixed use then additional CCNPs may be required.

Multi-Plot Checking

The following table outlines how compliance checking may apply to a multi-plot housing site and may be further refined based on verifier feedback.

4. Multi-Plot Applications and Sampling

COMPLIANCE CHECKING ¹ - MULTI-PLOTS

Example of Single House Types (only 4 no. plots shown for simplicity however this could be expanded for the full range of plots)

Key Construction Stages (site visit)	Plot 1	Plot 2	Plot 3	Plot 4
Commencement Foundation	Plot specific site visit	Based on sampling and checks on earlier plots ²	Plot specific site visit	Based on sampling and checks on earlier plots ²
Drainage/ Substructure	Plot specific site visit	Plot specific site visit	Based on sampling and checks on earlier plots ²	Based on sampling and checks on earlier plots ²
Superstructure	Plot specific site visit	Plot specific site visit	Based on sampling and checks on earlier plots ²	Plot specific site visit
Completion	Plot specific site visit	Plot specific site visit	Plot specific site visit	Plot specific site visit

Notes:

¹ In all cases compliance checking may be by appropriate alternative evidence.

² Plot specific site visits are not always needed, compliance checking may be by way of sampling or site visits for stages on earlier plots.

5. Use in Practise - Factors for Consideration



This section looks at practical information which will assist a verifier in applying the methodology on a day to day basis.

Who should receive the CCNP

The CCNP will be produced at the same time as the building warrant package and be sent to the agent or, if no agent, direct to the applicant. **When the applicant uses an agent, any notes for guidance should make it clear that the CCNP should be sent by the agent to the applicant or developer.** In addition, a note should accompany the CCNP clearly indicating that it be passed to the builder or person responsible for overseeing the building work.

Alternative Evidence

The CCNP allows the verifier to detail any alternatives to site visits. This may include photographs, inspection, test reports or certificates of construction issued by an Approved Certifier of Construction. The verifier should decide which forms of alternative evidence are appropriate for each application. Guidance for accepting alternative evidence is given in **Annex F**.

Late Building Warrant

For this type of application a CCNP should be created in the same way as a normal warrant application. However, a verifier note should be appended to the plan indicating that where any prescribed stages have already been completed then a disruptive inspection may be required. An example of a CCNP for a late warrant application is given in **Annex E**.

Staged Warrant

For this type of application a CCNP will be created and issued on approval of the first stage. Depending on the nature of the application it may be that the CCNP will be limited to covering this stage only. However, a verifier may issue a full CCNP at this stage if sufficient knowledge is available. In any case, the CCNP may require to be reviewed when amendments for subsequent stages are approved. An example of a CCNP for a staged application is given in **Annex E**.

Amendment to Warrant

Depending upon the nature of the amendment, the CCNP issued with the original warrant application may require to be reviewed.

Completion Certificate where no Warrant was obtained

A CCNP is not required for this type of application, however reasonable inquiry should be applied when considering the acceptance of the completion certificate. Relevant construction non-compliance issues should still be reported in accordance with **Key Performance Outcome 2**.

6. Reporting of Key Performance Outcomes

Key Performance Outcome reporting (KPO)

KPO reporting commenced from 1 October 2012. Details of the performance framework and reporting template for quarterly submission to the Scottish Government are available at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/verification/2011-17>.

Non-Domestic Applications

A basic CCNP based on current practices should be issued for non-domestic work from 1 October 2012. An example is included within **Annex E**. Finalisation of a full methodology for non-domestic reporting will be concluded by October 2013.

Number of CCNPs for 'accepted' completion certificates

This section is self-explanatory, please note this measure is related to applications submitted after 1 October 2012. It is expected that this return will be 100%.

The percentage of CCNPs fully achieved

This measure relates to whether the verifier undertook a site visit or other agreed compliance checking, at all the stages prescribed in the CCNP. This relies on sufficient notification by the applicant, developer or builder at the key stages highlighted in the CCNP.

The main reasons why CCNPs were not fully achieved

This measure is based on data recorded by the verifier. A CCNP will not be fully achieved through either one or both of:

- a lack of notification or non-submission of alternative evidence by the relevant person, or
- non-inspection by the verifier.

A verifier should be able to record and report why the CCNP was not met.

The main aspects of technical non-compliance found through Reasonable Inquiry (prioritised)

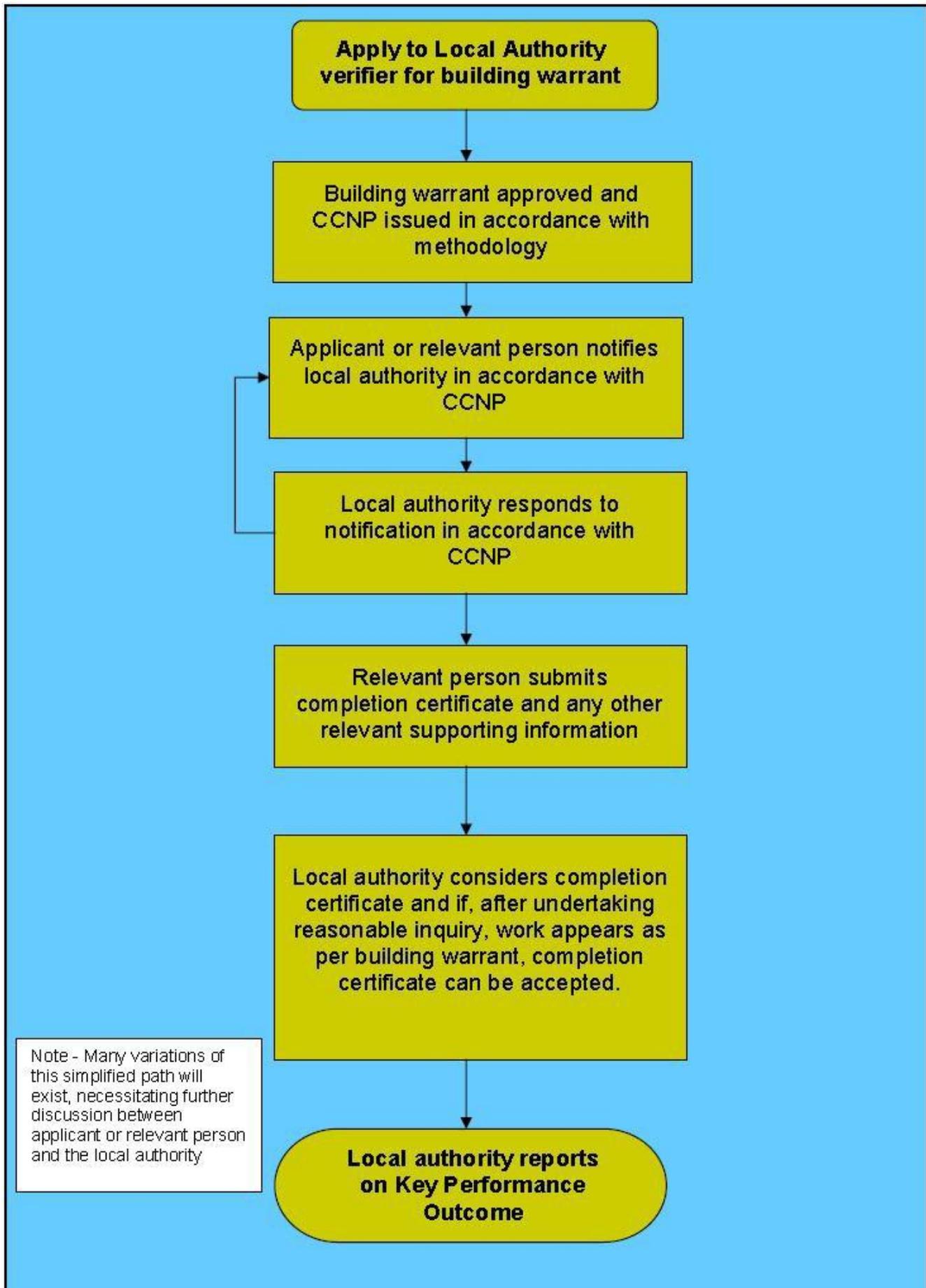
The aim of this measure is to record aspects of construction non-compliance and to report issues with a national impact. This is to help drive forward improvements in the verification system. This measure is based on the information available to the verifier. The verifier should exercise judgement as to what to report. In order to ensure consistency in reporting it is recommended that for each building project, the verifier records any 'major aspects of technical non-compliance' categorised by the section of the Technical Standards. A major aspect of non-compliance is one which could lead to a significant failure of any aspect of the building.

6. Reporting of Key Performance Outcomes

Some examples of 'major aspects of technical non-compliance' may include:

- Insufficient end bearing to lintel or beam – this could result in structural failure
- Missing permanent - if required to provide ventilation to a combustion appliance omission could have serious implications for occupants of the building
- Breather membrane incorrectly installed, missing or not in accordance with BBA etc – this could have an impact on the health of building occupants in future years and in time could adversely affect the structure of the building
- Incorrect or undersized insulation – if found to be a large scale problem this would impact on the Government's agenda for Climate Change.

7. Outline Process Flow Chart



Annex A - Risk Factors

Risk Assessment

For each building warrant, the CCNP will be drawn up using the standard risk assessment methodology, which is based on specific criteria. The different criteria forming part of the risk assessment are:

Project or Work type

There are two aspects to this. Different building uses or occupations may have different risk levels, for example sleeping accommodation or public buildings. Also, the type of work itself may have different risk levels. Value of work could cover this but any bandings are likely to vary for project or work types. Therefore they should be considered separately.

Value of work

The value of work can be considered as an initial indicator of the size or complexity of a project. Accepting that the warrant fee should cover the costs to undertake verification can also reflect the resources the verifier should divert to the project. However this relationship is not always directly proportional, for example relatively straightforward projects of high value for example commercial fit-outs. Also for projects of similar value, the building size, in particular the building height may be important. Nonetheless for some types of project such as two storey house extensions, the value of the work will often reflect the complexity.

Size

There are different aspects to this. Building size is often considered to be based on floor area. This may be the building footprint or the accumulative floor areas for multi-storey buildings. As buildings get bigger the risk will increase as taller buildings can become more complex particularly in terms of structure and fire compliance. For these reasons size should consider floor area and height separately.

Complexity

Buildings incorporating unusual or innovative design aspects will present a higher risk for the designer, the builder and the verifier. There may also be aspects of more traditional types of construction where there is evidence that compliance of the completed building could be better.

Quality of application

The submission of good quality plans is essential in all applications; poor quality drawings with many resubmissions being necessary during the building warrant application process may provide an indication of the role and competency of the applicant and their designer(s) which could be reflected in the construction phase.

Contractor competence

This is important as it determines the translating of the design into a completed compliant building. However it is difficult to assess or quantify as it is due to many other factors such as previous experience on the type of project, use of subcontractors and possibly profit margins. Past experience is not always a guarantee. This cannot be assessed at design stage so should be left out of the inspection plan. This criterion is fundamental to compliance and so needs to be assessed throughout construction phase.

Annex B - Determine Complexity Risk

Determine Complexity Risk

The risk matrix (**Annex C**) is used to determine the **baseline level of risk** (Level A, B, C or D). These levels represent the minimum construction stages that the verifier has identified for site visits or other alternative methods to check compliance. If during the plan checking any additional risk factors are identified the baseline risk may require to be reviewed and increased accordingly.

Baseline level or risk			
Level A	Level B	Level C	Level D
	Early phase and/or intermediate phase (as appropriate)	Early phase	As LEVEL C but may include a bespoke Customer Agreement and elements of sampling
		Intermediate phase	
Late phase	Late phase	Late phase	

The project risk can therefore increase for example from Level A to Level B, or from Level B to Level C. The verifier will then determine the additional compliance checks necessary to address this increase in risk.

LEVEL A

The complexity risk may result in an increase to **Level B** where additional compliance checking is needed during the early and or intermediate stage, for example:

- Structural alterations
- Drainage for kitchen or bathroom alterations
- Insulation or fire aspects for garage or loft conversions (ventilation)

LEVEL B

The complexity risk may result in an increase to **Level C** where additional compliance checking is needed during early and intermediate stages, for example:

- Complex foundation design
- Ground conditions, radon, contamination, peat, flooding
- Structural alterations

LEVEL C

The complexity risk may result in **additional checks** during the early, intermediate and late stages, where further compliance checking is needed for example:

- Structural alterations
- Drainage for kitchen or bathrooms
- Insulation or fire aspects
- Building over existing sewers
- Ground conditions, radon, contamination, peat, flooding
- Connection with the existing building (walls, roof abutments)

LEVEL D

The complexity risk may be increased similarly to **Level C** above, taking account of the multi-plotted development.

Other factors for increasing the complexity risk and therefore introducing the need for additional checking could be due to the size of the building or new, unusual or innovative elements or types of construction for example:

- Number of storeys, basements
- Key structural elements
- Structural glazing
- Proprietary panelled, or concrete filled polystyrene block buildings

Annex C - Risk Matrix (Domestic)

REASONABLE INQUIRY RISK MATRIX FOR DOMESTIC BUILDINGS				
NEW BUILD – Housing developments – Flatted developments (including conversions to form dwellings)	LEVEL B	LEVEL C	LEVEL C	LEVEL D
	LEVEL A / LEVEL B <ul style="list-style-type: none"> Detached garage Detached ancillary building 	LEVEL B / LEVEL C <ul style="list-style-type: none"> Detached garage Detached ancillary building 	LEVEL C <ul style="list-style-type: none"> Flatted development Housing development Conversion to flats 	LEVEL D <ul style="list-style-type: none"> Flatted development Housing development Conversion to flats
NEW BUILD – Single house – Detached ancillary buildings (e.g. garages)	LEVEL B	LEVEL C	LEVEL C	LEVEL C
	LEVEL A / LEVEL B <ul style="list-style-type: none"> Detached garage Detached ancillary building 	LEVEL B / LEVEL C <ul style="list-style-type: none"> Detached garage Detached ancillary building 	LEVEL C <ul style="list-style-type: none"> Single storey house Two storey house Three storey house Four storey house 	LEVEL C <ul style="list-style-type: none"> Single storey house Two storey house Three storey house Four storey house
EXISTING BUILDINGS – Extension	LEVEL B	LEVEL C	LEVEL C	LEVEL C
	LEVEL A / LEVEL B <ul style="list-style-type: none"> Porch Conservatory Single storey extension 	LEVEL B / LEVEL C <ul style="list-style-type: none"> Conservatory Single storey extension Two storey extension 	LEVEL C <ul style="list-style-type: none"> Single storey extension Two storey extension Three storey extension 	LEVEL C <ul style="list-style-type: none"> Single storey extension Two storey extension Three storey extension
EXISTING BUILDINGS – Alterations – Loft conversions – Garage conversions	LEVEL A	LEVEL B	LEVEL C	LEVEL C
	LEVEL A <ul style="list-style-type: none"> Patio doors New window/dormer Internal alterations Fuel tanks 	LEVEL B <ul style="list-style-type: none"> Loft conversion Garage conversion New kitchen in tenement Retaining walls 	LEVEL C <ul style="list-style-type: none"> Loft conversion Garage conversion 	LEVEL C (Empty cell)
Work value	0-£10k	£10k - £50k	£50k - £250k	> £250k - £1,000k
				£1,000k and above

Annex D - Construction Compliance and Notification Plan (Example)

The following table is an example of a Construction Compliance and Notification Plan (CCNP). It identifies the key construction stages the verifier wishes to visually inspect and allows the verifier to record what alternative evidence is deemed appropriate to check compliance. A verifier may augment this model layout to suit its own individual processes, this may include further highlighting the importance of the CCNP to the applicant.

CONSTRUCTION COMPLIANCE AND NOTIFICATION PLAN (CCNP) - PROJECT DETAILS				
Building address:		Building owners details:		
Use of Building:		Building Warrant Reference:		
Contact Details of Inspection Officer:	Name:	Telephone:	Mobile:	Email:
Key Construction Stages (Site visit)	Status	Notes for Applicant (see note 1 and 2)	Appropriate Alternative Evidence (Non-site visit)	Fulfilled Yes / No
Commencement	Mandatory	Send commencement to the Verifier at least seven days prior to work starting on site		Yes / No
Foundation	Notify			Yes / No
Drainage	Notify			Yes / No
Superstructure Completion	Notify Mandatory	Submit completion certificate and any other relevant paperwork (see note 3)		Yes / No Yes / No

Notes:

1. The owner or developer should notify the verifier at the target key construction stages above, to allow the local authority to check compliance with building regulations. The number and nature of the site inspections may vary according to the type of works being undertaken.
2. Notification should allow sufficient time for the verifier to respond.
3. Once the applicant or developer is satisfied the project is complete and complies with building regulations, they must sign and submit the completion certificate to the local authority. The submission should also include the additional supporting information required by the local authority (e.g. Certification of Design Form Q, Certificate of Construction, copy EPC/Sustainability Label etc.).

The verifier may include a checklist with the CCNP which could detail any information that a verifier considers necessary to accompany the submission of the completion certificate.

Various formats of checklists are currently used, an example of which is noted below. Note some items on this example may not apply in all situations, i.e. amendment to warrant.

Annex D - Construction Compliance and Notification Plan (Example)

CHECKLIST			
	Applicable	Required	Received/ Checked
PROCEDURE			
Form 5 – Completion submission	1 May 2005 onwards		
Formal approval roads address			
Amendment to warrant			
As-built drawings			
Extension to warrant required	1 May 2005 onwards		
STRUCTURE			
Form Q (Certificate of Design)			
Roof truss certificate			
FIRE			
Fire alarm certificate			
Intumescent paint certificate			
Sprinkler commissioning certificate			
ENVIRONMENT			
Certificate of construction (Plumb/Heat/Drain)	1 April 2010 onwards		
Additional fee – No certificate of construction			
Boiler commission certificate			
Gas safety information			
Unvented hot water competence			
Scottish Water approval			
SAFETY			
Certificate of construction (Electrics)	1 May 2005 onwards		
Additional fee – No certificate of construction			
Electrical certificate – BS 7671			
Lift commissioning certificate			
NOISE			
Noise test certificate	For building warrant applications made on or after: *1 May 2011 – flats/maisonettes. *1 October 2011 – houses/conversions RDL Checklist (STAS only)		
ENERGY			
EPC	1 May 2005 onwards		
Form Q (Certificate of Design)			
Proof of glazing U-values			
Air-tightness test certificate	For building warrant applications made on or after: *1 May 2011 – flats/maisonettes only. *1 October 2011 – all dwelling types unless design states air infiltration rate of 15m ³ /m ² h or greater		
SUSTAINABILITY			
Sustainability label	For applications made after 1 May 2011		
MISCELLANEOUS			

Annex E - Target Stages

This annex gives examples of what the CCNP key stages table may look like for certain application types.

Example 1 - Patio Doors (Level A)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site		Yes / No
Completion	M	Submit completion certificate and any relevant paperwork (see notes)		Yes / No

Example 2 - Single Storey Timber Frame Extension (Level B)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site		Yes / No
Superstructure	N	Timber frame and insulation before plasterboard fitted - may involve more than one visit		Yes / No
Completion	M	Submit completion certificate and relevant paperwork. No occupation of building before completion accepted (see notes)		Yes / No

Example 3 - Two Storey Timber Frame House - Single Plot (Level C)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site		Yes / No
Foundation	N	Excavation prior to concrete being poured	Statement from Structural Engineer	Yes / No
Drainage/ Substructure	N	Before drainage backfilled/walls erected to ground floor wall plate level	Certificate of Construction (SNIPEF)	Yes / No
Superstructure	N	Timber frame erected but before plasterboard fitted		Yes / No
Completion	M	Submit completion certificate and any relevant paperwork. No occupation of building before completion accepted (see notes)		Yes / No

Example 4 - Multi-Plot Site (Level C/D)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site		Yes / No
Foundation	N	Excavation prior to concrete being poured	Statement from Structural Engineer	Yes / No
Drainage/ Substructure	N	Before drainage backfilled/walls erected to ground floor wall plate level	Certificate of Construction (SNIPEF)	Yes / No
Superstructure	N	Timber frame erected but before plasterboard fitted. Sound test results will be required for any semi-detached plots		Yes / No
Completion	M	Submit completion certificate and any relevant paperwork. No occupation of building before completion accepted (see notes)		Yes / No

Example 5 - Two Storey House - Staged Application (Level C)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site		Yes / No
Foundation	N	Excavation prior to concrete being poured	Statement from Structural Engineer	Yes / No
		Exact stages to be confirmed completed upon submission of future stages		Yes / No
Completion	M	Submit completion certificate and any relevant paperwork. No occupation of building before completion accepted (see notes)		Yes / No

Example 6 - Late Building Warrant Applications (Level C)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site	Note - if works have progressed past any prescribed stage, a disruptive inspection may be required	Yes / No
Foundation	N	Excavation prior to concrete being poured	Statement from Structural Engineer	Yes / No
Drainage/ Substructure	N	Before drainage backfilled/walls erected to ground floor wall plate level	Certificate of Construction (SNIPEF)	Yes / No
Superstructure	N	Timber frame erected but before plasterboard fitted		Yes / No
Completion	M	Submit completion certificate and any relevant paperwork. No occupation of building before completion accepted (see notes)		Yes / No

Example 7 - Non-Domestic (for use while methodology is being finalised)

Key Construction Stages (Site visit)	Status	Notes for Applicant	Appropriate alternative evidence (non-site visit)	Fulfilled (Yes/No)
Commencement	M	Send commencement to verifier at least 7 days prior to starting on site		Yes / No
Include any additional 'Early', 'Intermediate' or 'Late' stage(s) as appropriate	N	If appropriate, the verifier may undertake site checks or request other evidence		Yes / No
Completion	M	Submit completion certificate and any relevant paperwork (see notes)		Yes / No

Annex F - Alternative Evidence

Alternative evidence

Verification checks throughout construction will normally centre on site visits although other methods can be used to check for compliance with the building regulations.

Photographs

Appropriate photographs can be accepted by building standards staff to aid the process of reasonable inquiry in the acceptance of completion certificates.

Photographs can be used to:-

- Demonstrate compliance with approved drawings or building regulations
- Demonstrate that a particular design feature has been fully complied with
- Clarify construction of a particular element of a building
- Demonstrate the dimension of a particular element or material
- Demonstrate the structural details of a particular construction.

Photographs or any accepted information should:-

- Give clear indication as to the date the photograph was taken
- Give clear indication as to the subject matter
- If used to indicate a measurement, give conclusive evidence of the measurement in question. For example this may be by having a tape measure as part of the photograph
- Give clear and unambiguous indication of the construction, structural elements, or materials used
- Contain in the photograph a clear indication of the location of the subject of the photograph and where the photograph was taken from.

This annex may be expanded in due course to provide guidance on a range of alternative evidence options, refer to sample checklist for examples i.e. Certification of Construction etc.