



Tracy Harvey
Head of Planning

Reply To: address as below

Our Ref: 2014/325BN

Your Ref:

Direct Tel: 01707 357391

Fax: 01707 357255

Email: buildingcontrol@welhat.gov.uk

Dr I Waheed
2 Mulberry Mead
Hatfield
Hatfield
AL10 9EN

Date: 20 May 2014

Dear Sir/Madam

Proposal: Two storey side extension and internal alterations at:
Address: 2 Mulberry Mead
Hatfield
Hatfield
AL10 9EN

I acknowledge receipt of your application for the above address and accompanying fee of £946.56, which was received on 20/05/2014.

The fees can be viewed on the council's website: www.welhat.gov.uk.

If you require any further advice, please contact me.

This application only relates to the Building Act 1984 and the Building Regulations 2010 NOT the Town and Country Planning Acts, Welwyn Garden City Estate Management Consent or any other consent which is required. You should ensure all other consents are in place before work starts.

Yours sincerely

Case Officer

We can provide this information in different formats or give other assistance where needed. Please call 01707 357391 or email buildingcontrol@welhat.gov.uk.

At least 48 hours before you start work on site you should notify us of commencement. Further site visits can be arranged by contacting us on the day the inspection is required before 10.30am weekdays (in normal circumstances) although more notice is preferable.

Your Building Control Officer will visit the site once works have started and discuss the further inspections that have to be made. It is your (or your builder's) responsibility to notify us once the stages listed below are reached to enable an inspection to be carried out.

For most domestic new build or extensions a number of inspections will be made as set out below.:-

1. Commencement of work

This is an opportunity for the Building Control Officer to generally discuss the project and to remind the builder of any conditions there might be on the application. It also provides the opportunity to check that the site and the proposal is as shown on any submitted plans.

2. Excavations before concrete

This inspection allows ground conditions to be checked and the Building Control Officer to consider the ground bearing capacity, proximity and depth of drainage, tree influence etc.

3. Preparation of oversite

This inspection is to determine the suitability of the hardcore used, and the provision of sand blinding (if required). The damp proof membrane (dpm) is also checked for its thickness, and sufficient overlaps with new and existing damp proof courses. The floor insulation may also be inspected at this stage.

4. Damp proof course

The damp proof course (dpc) will be checked to ensure suitability, width, overlaps etc.

5. Drains - foul and storm

All new drainage is inspected prior to covering.

6. Drains test

Wherever possible the above and below ground drainage systems will be checked for air or water tightness.

7. First floor joists.

The size, grade and the centres of the joists will be checked together with the lateral restraint strapping and herringbone strutting.

8. Structural Members

All structural steels and lintels can be assessed for their suitability.

9. Roof members

The size, grade and the centres of the timbers/ trusses will be checked together with the lateral resistant strapping, herringbone strutting and wind bracing.

10. Insulation

We will generally try to inspect the insulation prior to covering to ensure that the correct thickness and type has been installed.

11. Occupation

When a building is occupied before completion the Local Authority should be notified.

12. Completion

This is the inspection for which notification is often forgotten. The inspection checks such items as:

- Ventilation to rooms and roof voids
- Waste details
- Roof coverings
- Fire precautions and requirements
- Safety glazing
- Staircase details

On the satisfactory completion of the building work a completion certificate will be issued. Completion certificates are important documents which should be kept safe because they may need to be presented to financial institutions, solicitors, surveyors etc when moving house or seeking loans. Finally, we would strongly recommend that before you make any final payment to your builder, you ensure that the work has been inspected and approved by this office and a completion certificate has been issued.

Welwyn Hatfield Borough Council, The Campus, Welwyn Garden City, Herts AL8 6AE
DX 30075, Welwyn Garden City 1
Tel: 01707-357000
www.welhat.gov.uk

