



LABC Leeds Building Control Services
“Working together”

Leeds City Council Building Control



Leeds
CITY COUNCIL

Welcome

Welcome to Leeds City Council Building Control Service, I hope you can spare a few moments to look through this document and discover the many ways in which our service can help you in the successful delivery of your project. We pride ourselves on delivering a high quality, helpful, responsive and competitive service. We have extensive experience of a wide range of projects of all sizes and complexities.

Working with LABC Partnerships, we also have experience of projects across the country, so we are able to offer you a national service, by a quality assured local provider.

Our service is committed to building relationships with our customers. Whether you are using us for the first time or are a regular customer, our service is here to provide you with a positive building experience through the assistance of a highly motivated and dedicated team of professional surveyors.

Regards



David Little
Head of Service
Leeds Building Control Services

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What are the Building Regulations?



If you are intending to erect a new building, extending an existing building or making internal or external alterations, in most cases Building Regulation approval will be required from a building control body.

The Building Regulations are the national minimum standards set by the government for the design and construction of buildings to ensure the health and safety of people using or living near buildings. They also include requirements to ensure that fuel and power are conserved and facilities provided so everyone can access and move around buildings. Leeds Building Control is responsible for administering and enforcing the Building Regulations on behalf of the authority.

Conception to Completion

The benefits you can expect from using Leeds Building Control:

- Competitive fee arrangements
- Free and impartial pre-submission advice for those using our service to completion
- Extensive local knowledge of ground conditions
- A dedicated team of knowledgeable support staff
- Examination and feedback on project plans
- Electronic application submission
- Liaison with the Fire Authority and other services
- Experienced, professional surveyors offering best advice
- Site visits and attendance at project meetings co-ordinated with your programme

- Regular progress reports and site record books
- Early issue of Completion Certificates



Full plans or a Building Notice?

There are two ways of making a Building Regulation application:

- A full plans application or
- A building notice
- Full Plans Application – needs you to provide detailed plans and specifications of the work you wish to do. We will check the application and inform you if any more information or changes are needed. A Full Plans Approval Notice will then be issued.
- Building Notice – does not need detailed plans to be provided and no approval is issued, however you still may be asked for plans and details if the work is not simple and straightforward. This method is not suitable when building over or within 3m of a public sewer or works to non-residential developments.

For both types of application a fee is payable. When the work starts on site the building owner or the contractor should notify us so that inspections can be made.

Why use Leeds Building Control?



The advantages of using our service are many, the level of service that you receive will not be found with any other Building Control provider in the private sector in terms of experience, quality and cost.

Leeds City Council Building Control has over 40 years experience in dealing with the interpretation and implementation of Building Regulations and associated matters. We have extensive local knowledge which is second to none. Qualified Building Control professionals are available to advise you on technical matters and Building Regulation interpretation throughout the day.

We are committed to maintaining the highest standards and ensuring the built environment in which we all live, work and play is safe and healthy. As building standards grow ever more complex, we will work with you to achieve quality construction that is regulatory compliant. Other service commitments to our customers are:



- **Fair value:** Local authorities are 'not for profit' and we guarantee to provide fair value to customers including the provision of our expertise and practical experience.
- **Efficient working:** Our service level obligations as a local authority set minimum response times for building control processes. Our performance in this local authority exceeds these performance targets.
- **Technical opinions:** On complex or innovative designs, we offer additional technical consulting through the Local Authority Building Control (LABC) national network. This provides a good value route to design input especially in matters relating to fire engineering, structural, acoustic, access or energy conservation matters.

concentrating on prevention rather than cure

- Fairness and practically minded, offering a consistent approach.
- Offering guidance where other building control providers would be non-committal

Benefits of using our "in house" service

- "In house" Fire and Structural Engineers
- Liaison with other local authority departments including planning and licensing
- Early consultation to help in the development of your proposal bringing together interested parties both within the local authority and external agencies
- Access to historical records in relation to local ground conditions

Teamwork is of paramount importance to us. We realise that architects, designers and developers work together to complete a project and we would include ourselves as an integral part of your design team. There are many benefits to be gained by using Leeds Building Control for any proposed commercial or residential project:

Our principle standards

- Value for money – publicly accountable, non-profit making, independent and financially secure
- Flexible service to suit your needs
- Getting it right first time means

Pre Application phase

- Access to a wealth of experience in a full range of projects including major city centre regeneration projects and new sport stadium developments
- Qualified surveyors with technical expertise on a full range of building types and schemes including traditional or innovative in design
- Awareness of building constraints

Application phase

- Specialist knowledge of the complex areas of the regulations

- A “team” approach where we will discuss technical problems and offer practical solutions
- Provision of phased plans approval and stage approval to meet your needs.

Onsite phase

- Same day inspection service if requested by 9.30am
- Being locally based we can respond with site visits when you want them, to quickly assist with any ongoing design or site issues
- Undertake all statutory inspections following notification plus interim inspections as necessary
- Attendance at project meetings, co-ordinated with your programme
- Site inspections undertaken by staff who have achieved CSCS (Construction Skills Certification Scheme) registration

Completion

- Phased release of completion certificates for major projects
- Rapid issue of completion certificates
- Completion Certificates will not be issued until we have received relevant certificates for work undertaken and these have been checked against

the Competent Person Schemes

Other benefits

- Standard Assessment Procedure service available
- Access to highly valued insurance products for latent defects and contaminated land
- Newsletters and technical updates of the regulations and service

100% of surveyed customers said they would use our service again (Customer Satisfaction Questionnaire Results 2009)

Experience has shown that our clients prefer early Building Control involvement with their projects, beginning at the preplanning application stage and continuing throughout the entire planning and construction process. We are particularly keen to be part of a development team responsible for the project at the earliest stage to offer our expertise and experience. Ultimately we aim to provide a service that will achieve a fast and trouble-free Building Regulation approval and a rapid response inspection process that will assist a project to fully comply with the Building Regulations when complete.

Setting the Standard

Leeds Building Control can provide the following services:

- Competitive fee structure
- Free pre-application advice
- Excellent response times
- Independent complaints procedure
- Regular and thorough site inspections
- Range of attractive warranties
- All officers can be contacted by telephone, fax, letter or e-mail
- Qualified staff with expert knowledge of the Building Regulations and local issues



Added value from Leeds Building Control

Due to the unique operation within Leeds Building Control we can offer added value to our customers with free professional advice in the following areas:

Fire Safety

Leeds Building Control, in liaison with West Yorkshire Fire and Rescue Service, can offer free professional advice, at the design stage, on all issues relating to fire safety, thereby speeding up the design process and development of the project from inception to completion.

Access Issues

Help and guidance are readily available on Part M of the regulations, disability and access issues, and advice on the implications of the Disability Discrimination Act from feasibility to the design stage. Leeds Building Control also has close links with the council's Access Officer.

Technical Seminars

Legislation changes at an ever rapid rate; therefore keeping up with the current trends and regulations is a problem we all suffer from. Fortunately Leeds Building Control offers a wide range of local and regional technical seminars on topical issues affecting construction, including future changes to the Building Regulations and allied legislation



In Partnership with Leeds Building Control

Local Authority Partnership Scheme

This innovative and modern approach to obtaining Building Regulations approval allows any company to partner with Leeds Building Control to provide a single point of contact for all applications deposited in England & Wales.

The many advantages of the scheme include:

- Consistent interpretation of the regulations with your designated surveyor
- Development of a special relationship and an understanding of your design and construction methods
- Co-ordination between the partner authority and inspecting authority on behalf of clients
- No additional cost
- No contractual commitment



For more information or if you would like to attend future group meetings please call 0113 247 8119 or email building.control@leeds.gov.uk



What our customers have to say about our service

"Since joining the scheme I have found that the problem with lack of consistency for validating submissions has been overcome and that decisions are now made within days rather than weeks or months. Dialogue with one person sorts any difficulties more quickly".

Roy Gibbs – Design Services

"The scheme is working exceptionally well with the personal contact with one building inspector enabling the approvals to be obtained much quicker, and now that the other authorities seem to be accepting the system more readily, it all seems to be fine".

B D Gill

"I would like to say how easy building control applications have become since I became partnered with Leeds City Council. Prior to my partnering with Leeds City Council Building Control, if there were any slight amendments required to my application this would involve a letter from you - with obvious time delays this would involve. Now, in most cases, the alterations can be dealt with by a simple phone call, which can save as much as a week and, as you will appreciate, time is precious to my clients".

Charles Tidmarsh – Paddick Engineering Limited

West Yorkshire Building Excellence Awards

The Building Excellence Awards scheme is for contractors who achieve outstanding quality in their construction work relating to Building Control. The scheme highlights the importance of building control in achieving high standards and gives a well-deserved boost to contractors active in the West Yorkshire region. Completed projects can range from new homes, extensions and alterations through to commercial developments.

Each participating Building Control Service nominates contractors who achieve high standards of workmanship and comply with the Building Regulations for an award. The awards are presented at the finals ceremony and then put forward to the national LABC awards competition.



Customer Focus Panel

The Leeds Building Control Customer Focus Group is now a well established and popular forum providing significant benefits to our valued customers:

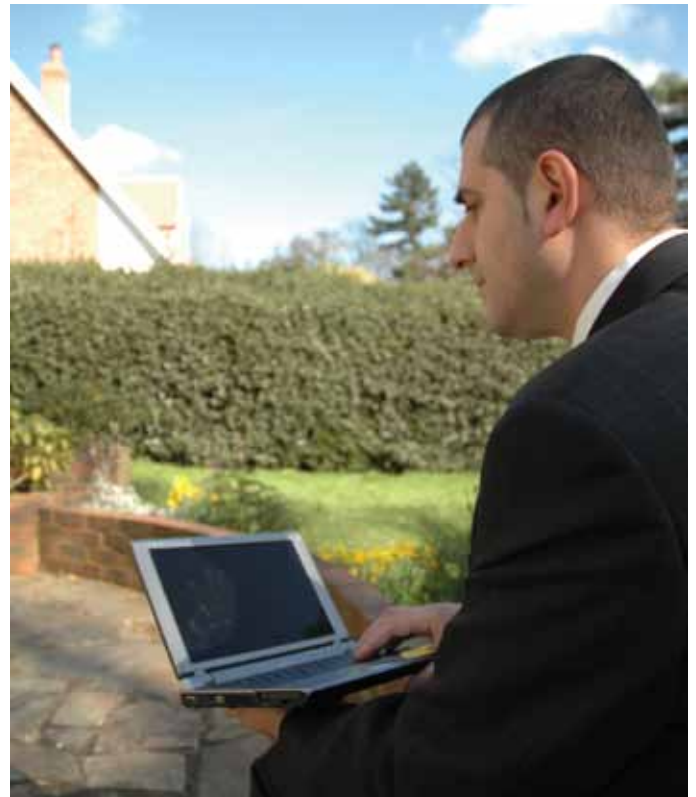
- Topical presentations providing information on new products and services as well as changes to Building Regulations and other relevant legislation
 - Providing customer feedback on the Leeds Building Control service to assist us in improving the way it is delivered
 - A platform for discussing any specific technical issues arising from design or site related matters
 - Comments based on customers experiences in using the service
- and also involvement in trials of any new ideas or schemes provide invaluable support to the improvement process
 - To bring to our attention complaints and compliments made by customers to members of the group
 - To positively assist us in providing an excellent service by making suggestions and presenting ideas
 - To liaise with us to ensure effective communication with customers particularly when changes are introduced to regulations and guidance

For more information, or if you would like to attend future group meetings, please call 0113 247 8199 or email building.control@leeds.gov.uk

The e-solution way to do Building Control

Leeds Building Control is at the forefront of using new technology to assist in providing a fast, efficient and professional service to our customers. Recent and upcoming innovations include:

- Informative website containing relevant information on all building control matters and links to relevant sites including the Local Authority Building Control Yorkshire Regional site
- Electronic submission and review of applications
- Email contact for all surveyors
- Remote working and on-site retrieval of information
- Electronic enquiry system as to whether Building Control Regulations and Planning Permission are needed



Structural and Public Safety Services

In addition to our Building Control Services, Structural & Public Safety in Building Control provides multiple services. We have a dedicated team of engineers and surveyors who will achieve the above through:

- Providing a structural checking support service to Building Regulations, and to the Licensing team
- Providing a service dealing with the control of all demolitions across the authority
- Dealing with dangerous structures, trees, and environments across the authority
- The reduction of dereliction across all areas of the authority
- Consultation and comments in connection with buildings or events that requiring licensing by the Council
- Involvement on the Council's Safety Advisory Group which directs safety certification for safety at sports grounds



Commercial Building Guarantee

LABC Latent Gold

The Oval 10 year Latent Defect Insurance is like no other. Uniquely, significant cost savings are possible since no additional inspections of the work are usually required, provided the building control is carried out by Local Authority Building Control (LABC).

Additional benefits of this attractive product:

- Can be used for virtually any commercial building and for many major refurbishments
- Protection for both the contractor and the professional team
- Cover can be extended to 12 years
- Cover can be extended to cover damage to plant and machinery caused by structural defects
- Underwritten by Allianz Global Risks



LABC Latent Gold Enquiries
Oval Insurance Broking Ltd
5 Western Boulevard,
Leicester LE2 7EX
Tel: 0845 075 3530
Fax: 0116 247 0140 www.labclatentgold.co.uk

LABC New Home Warranty

LABC New Home Warranty

LABC New Home Warranty has been arranged in conjunction with LABC, the representative body for local authority building control and covers speculatively built residential housing, social housing and self-build housing. Because we take time to understand your business, we're able

to recognise quality developers and reward them with extremely competitive premiums. LABC New Home Warranty caters for conversion, new build and mixed use developments.



LABC Social Housing Warranty

LABC Social Housing Warranty provides the cost of complete, partial rebuilding or rectifying work to a new



development. All policies under the LABC Social Housing Warranty are available on either a 10 or 12 year period.

LABC Self Build Warranty

Undertaking a self-build project can be stressful at the best of times, without the worry of potential defects which could occur. The LABC Self Build Warranty has been designed specifically for individuals building their own homes and applies to both new build and conversions.

Other services available include SAP

Assessments, Acoustic Testing, Air Pressure Testing, Home Information Packs and Code for Sustainable Homes assessments.

For further information on the LABC New Home Warranty range of products, please contact 0845 054 0505 or email enquiries@labcnewhomewarranty.co.uk

MD Insurance Services Ltd is the Scheme Administrator for the LABC New Home Warranty. MD Insurance Services Ltd is authorised and regulated by the Financial Services Authority.

LABC Type Approvals

We can provide house, system and product type approvals which will be accepted by all LABC departments across England and Wales.

The benefits to you are:

- Fast approval
- Reduction of time between gaining planning permission and starting on site
- Consistent interpretation
- Reduced costs

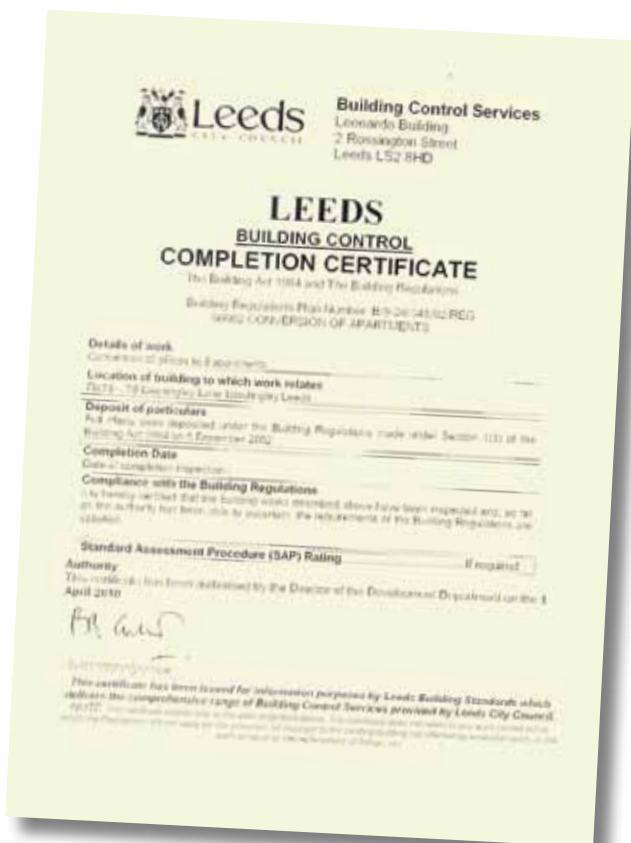
How we can help

The owner is legally responsible to ensure that work undertaken complies with the Building Regulations. To help you to do this:

- We will advise the owner, agent or contractor as to what is needed to make an application
- We will check your application and tell you if any more information or changes are needed
- We will inspect the work at various stages but must be notified when it is ready for inspection
- We will inform you or your contractor of any changes that may be needed on site
- We will issue a Completion Certificate when the work is complete



Completion Certificates



- We will issue a Completion Certificate on the next working day where work complies with the Building Regulations and all relevant certificates have been submitted and found to be satisfactory
- Completion Certificates are valuable evidence to show that the work has been checked for compliance with the Building Regulations
- A Completion Certificate will be needed when selling your property or when raising finance on your property so make sure you ask for a final inspection and get a certificate
- A Completion Certificate will be part of the Home Information Pack

KEEP YOUR COMPLETION CERTIFICATE IN A SAFE PLACE

Homebuyers and Solicitors

We can assist the process of buying and selling property by:

- Providing key information on the property for the vendor or agent
- Providing copies of Decision Notices and Completion Certificates (a fee may be applicable)
- Working with agents towards a successful completion date
- Working with the warranty provider to ensure the issue of a Completion Certificate in accordance with Council for Mortgage Lenders guidelines

Home Information Pack

Buying and selling a property can be a slow, stressful and costly experience which is often prone to delay and failure. The government introduced Home Information Packs to improve the process – and as of 14 December 2007, all home owners in England and Wales need to prepare a pack before putting their home up for sale. This pack will include all relevant documentation and searches needed to sell the house. Leeds Building Control will be able to help provide some of the relevant information required for inclusion in the packs.



Competent Persons

For certain types of work, although the work needs to comply with the Building Regulations, an application may not need to be submitted providing the work is done by a competent person.

A competent person is someone who has been assessed as being suitably qualified to carry out work in a specific area of construction and can verify themselves that the work complies with the minimum standards of the regulations. Types of work can include:

- Replacement windows and doors
- New and replacement boilers
- New and replacement electrical work in dwellings

A full list of competent person schemes and the types of work they are certified to carry out can be found at www.communities.gov.uk, or call our helpline on 0113 247 8230 for more information.

Contact Information

Leeds Building Control Contact Information

General Inspections and Enquiries

Leeds City Council
Building Control Services
Leeds
LS2 8HD
Tel: 0113 247 8106
Fax: 0113 247 8230
Website: www.leeds.gov.uk
Email: building.control@leeds.gov.uk

Office Opening Times

Monday to Thursday: 8.30am – 5.00pm
Friday: 8.30am – 4.30pm

Public Safety and Accessibility

Manager

Roger Oldfield 0113 247 8209 roger.j.oldfield@leeds.gov.uk

Access

Anup Sharma 0113 247 8215 anup.sharma@leeds.gov.uk
Rachel Smalley 0113 247 8102 rachel.smalley@leeds.gov.uk



Dangerous Structures Demolitions / Enforcement

Trevor Hall	0113 247 8099	trevor.hall@leeds.gov.uk
Ruth Exley	0113 247 8062	ruth.exley@leeds.gov.uk

Structural Engineers

Tim Lee	0113 247 8208	tim.lee@leeds.gov.uk
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Business Development and Major Projects and South Team

Manager

Dave Pickles	0113 247 8104	david.pickles@leeds.gov.uk
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South Team

Senior BC Surveyors

Dave Gee	0113 247 8101	david.gee@leeds.gov.uk
Peter Sutcliffe	0113 247 8419	peter.sutcliffe@leeds.gov.uk

BC Surveyors

Basil Parylo	0113 247 8119	basil.parylo@leeds.gov.uk
Jody Leeming	0113 247 7632	jody.leeming@leeds.gov.uk
Dave Tattersfield	07891 271717	david.tattersfield@leeds.gov.uk
Luke Allin	0113 247 8214	luke.allin@leeds.gov.uk
John Rigby	0113 247 8110	john.c.rigby@leeds.gov.uk

Building Control

Manager

Kevin Rigby	0113 247 8112	kevin.rigby@leeds.gov.uk
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North Team

Senior BC Surveyor

Nigel Brown	0113 247 8098	nigel.brown@leeds.gov.uk
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BC Surveyors

Matthew Ritchie	0113 247 8100	matthew.p.ritchie@leeds.gov.uk
Ian Lawrence	0113 247 7012	ian.lawrence@leeds.gov.uk
Graham Clough	0113 247 8111	graham.clough@leeds.gov.uk
Andrew Bates	0113 247 7149	andrew.bates@leeds.gov.uk
Cari Houghton	0113 247 7010	cari.houghton@leeds.gov.uk

East Team

Senior BC Surveyor

Tony Bryan	0113 247 8107	tony.bryan@leeds.gov.uk
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BC Surveyors

Tim Flint	0113 247 7150	tim.flint@leeds.gov.uk
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Peter Crowther	0113 247 8094	peter.crowther@leeds.gov.uk
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West Team
Senior BC Surveyor

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BC Surveyors

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Keith Midgley

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Rob Howe

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Prit Matharu

0113 247 8114

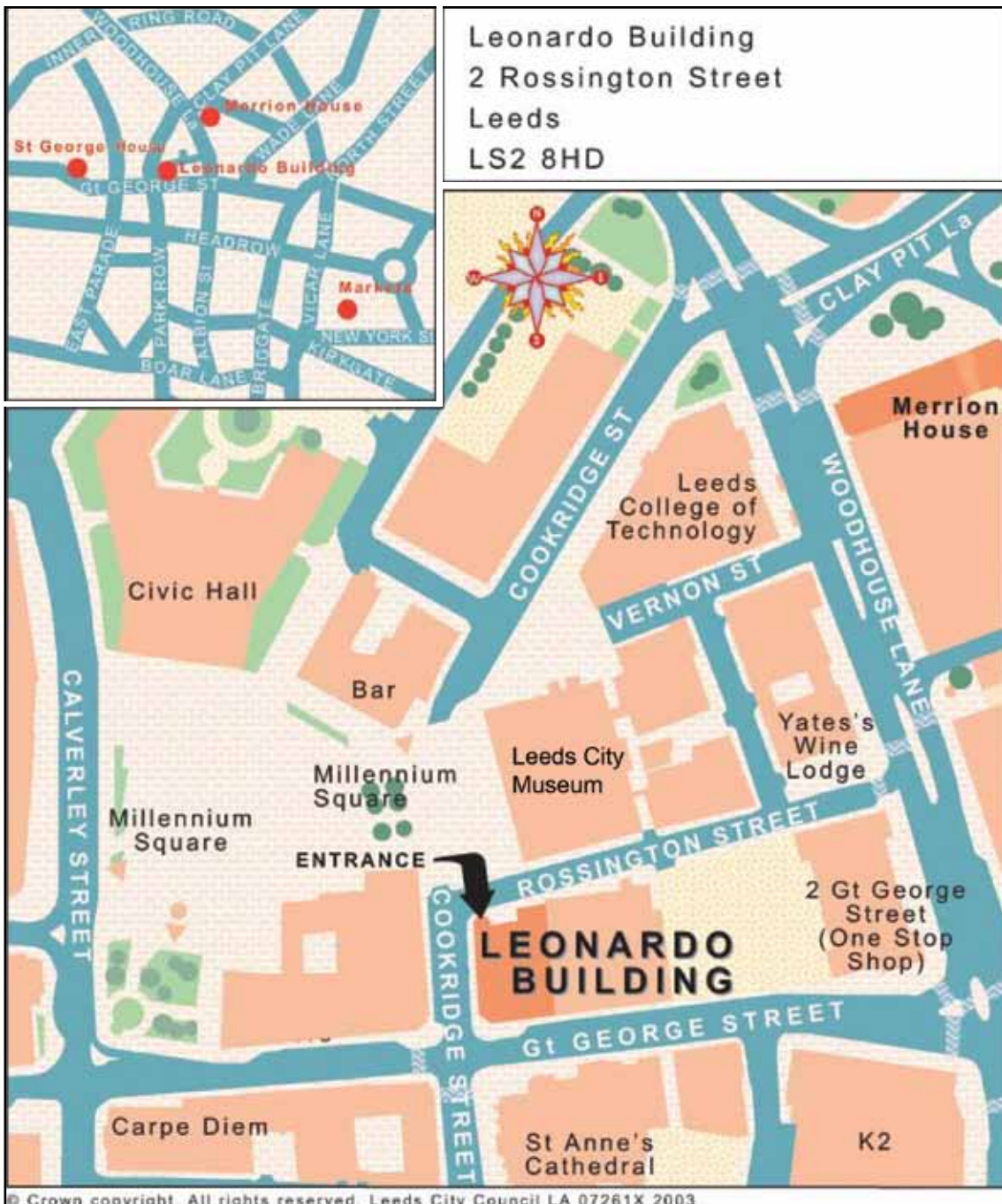
pritpaul.matharu@leeds.gov.uk

Michael Doherty

0113 395 0627

michael.doherty@leeds.gov.uk

Office Location Map



Useful Contacts

PLANNING DEVELOPMENT CONTROL
Leeds City Council
Planning & Development Control
Leonardo Building
2 Rossington Street
Leeds
LS2 8HD
Tel: 0113 222 4409
Email: planning@leeds.gov.uk

FIRE SERVICE
West Yorkshire Fire and Rescue Service
Oakroyd Hall
Bradford Road
Birkenshaw
West Yorkshire
BD11 2DY
Tel: 01274 682311

YORKSHIRE WATER SERVICES
Customer Services
PO Box 52
Bradford
BD3 7YD
Tel: 0845 1 24 24 24
Website: www.yorkshirewater.com

LABC
Third Floor
66 South Lambeth Road
London
SW8 1RL
Tel: 0844 561 6136
Fax: 0844 561 6137
Email: info@labc.uk.com

DEPARTMENT FOR COMMUNITIES AND
LOCAL GOVERNMENT
Eland House
Bressenden Place
London
SW1E 5DU
Tel: 0303 444 0000
Email: contactus@communities.gov.uk
Website: www.communities.gov.uk

ENVIRONMENT AGENCY
National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY
Tel: 08708 506506
Email: enquiries@environment-agency.gov.uk
Website: www.environment-agency.gov.uk





LABBC Leeds Building Control Services
“Working together”

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