BUILDING AND CONSULTANCY SERVICES
PO Box 2062
1 Lancaster Circus Queensway
Birmingham
B4 7DY

Tel: 0121 675 7006
Email: building.consultancy@birmingham.gov.uk
www.birmingham.gov.uk/buildingconsultancy

Our Ref: bc/b/bc builder letter

24 November 2010

Dear Homeowner

CHOOSING YOUR BUILDER
ApplicationNumber – CSV_SiteAddress

HOMEOWNER'S INFORMATION NOTE

There are many good builders but recently we have seen a significant increase in poor quality building work. Our aim is to work alongside your builder in order to help ensure that your project meets the relevant standards. To do this we will;

a. assess your plans for compliance with the building regulations and advise your architect accordingly.
b. carry out site inspections in accordance with the Inspection framework (overleaf) when work starts on site.

During these inspections we will work closely with your builder to ensure that your investment is protected. Your responsibility will be to ensure that you choose a competent builder and in following the advice below avoid difficulties or additional costs with your building project.

STEP ONE - You are strongly advised to ensure that your builder is a member of a reputable organisation such as;

The Federation of Master Builders
Website: http://www.fmb.org.uk/
Tel. No: 020 7242 7583

Trustmark
Website: http://www.trustmark.org.uk/
Tel. No: 01344 630 804

The National Federation of Builders
Website: http://www.builders.org.uk/
Tel. No: 08450 578 160

The Chartered Institute of Building
Website: http://www.ciob.org.uk/home
Tel. No: 01344 630700

The National Federation of Roofers
Website: http://www.nfrc.co.uk/
Tel. No: 020 7638 7663

STEP TWO - where possible obtain a personal recommendation from someone who has used your builder recently and or view examples of previous projects. The cost of your project will normally be significant. Sadly if you choose to employ a poor quality builder it could result in costly repairs, additional inspection charges and prevent us from issuing a completion certificate (necessary to selling your home in the future).

We have also produced a leaflet to assist you in avoiding becoming the victim of poor building work. This along with other information is available on our website or alternatively by telephone. Please also let us know if you require information in a different format or language.

Please be aware that if we are requested to inspect poor quality work, work that is not ready or undertake more visits than allocated then it will be necessary to issue an additional charge to you.

STEP THREE - ensure you or your builder notifies us at the relevant points during construction and at the end of the project (completion). The frequency and type of inspections relates to the fee that you have paid and is identified on the Inspection framework (overleaf).

We wish you every success with your building project.
The Team at Building and Consultancy Services.

TABLE OF INSPECTIONS BY WORK TYPE

OUR SITE INSPECTION SERVICE

A site inspection charge will be invoiced for once we have been requested to attend for an initial visit. The level of charge will be based upon the size and complexity of your project.

1. Our surveyors are NOT responsible for designing your project or supervising your building contractor. Their role is to check that the relevant Building Regulations (technical standards) are adhered to.
2. Our surveyor will assess the work on site and will either confirm when the work is in compliance or request appropriate alterations. This will help protect the investment that you have made in this project.
3. To receive a next day site inspection service please call before 4 pm Monday to Friday. Calls booked after 4 pm will receive an inspection within 2 working days. If booking after 4 pm on Friday through to Sunday please allow up to 48 hours.
4. Site inspections can be booked on our automated 24 answerphone service 464-9331 or on line by emailing bcdcommunityteam@birmingham.gov.uk
5. Your site inspection framework is identified below and it is important that your builder works within these guidelines. A copy of this will be handed to the builder at the commencement of the project by our surveyor.

Your project falls within one of the following categories:-

Small Domestic Extension less than 10M²

	Type of Inspection
1.	First visit for excavation/trenches, etc (prior to pouring any concrete).
2.	Roof level pre-plaster and any steelwork.
3.	Completion of work (notification is required within five days of completion).
	N.B. Where all outstanding issues have been resolved a Completion Certificate will normally be issued within five working days.

Medium Domestic Extension 10-40M²

	Type of Inspection
1.	First visit for excavation/trenches etc (Prior to pouring any concrete.)
2.	Damp proof course laid and in position.
3.	Drains laid and exposed ready for inspection.
4.	Roof level pre-plaster and any steelwork.
5.	Completion of work (notification is required within 5 days of completion).
	N.B. Where all outstanding issues have been resolved a Completion Certificate will normally be issued within five working days.

Large Domestic Extension 40-60M²

	Type of Inspection
1.	First visit for excavation/trenches etc (Prior to pouring any concrete.)
2.	Damp proof course laid and in position.
3.	Drains laid and exposed ready for inspection.
4.	1st floor level works (where this is applicable).
5.	Steelwork (where applicable).
6.	Roof level pre-plaster.
7.	Additional inspection as required.
8.	Completion of work (notification is required within five days of completion).
	N.B. Where all outstanding issues have been resolved a Completion Certificate will normally be issued within five working days.

Loft Conversion

	Type of Inspection
1.	First visit for structural work to the loft (steelwork, floor joist strengthening, etc).
2.	Insulation positioning prior to any plaster boarding.
3.	Stairs (enclosures and any fire separation measures).
4.	Completion of work (notification is required within five days of completion).
	N.B. Where all outstanding issues have been resolved a Completion Certificate will normally be issued within five working days.

Domestic Alterations less than £5k

	Type of Inspection
1.	First visit, eg steelwork prior to plastering.
2.	Completion of work (notification is required within five days of completion).
	N.B. Where all outstanding issues have been resolved a Completion Certificate will normally be issued within five working days.

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