

Draft list of Building Control Functions to be delegated to Lichfield District Council

1.0 Building Control Functions

1.1 Work for which a charge is made

- a) The passing of or rejection of plans of proposed work deposited in accordance with Section 16 of the Building Act 1984
- b) Site inspections in connection with plans that have been deposited
- c) Site inspections in connection with work for which a building notice has been given
- d) Consideration of plans of work reverting to local authority control from an approved inspector, and inspection of that work
- e) Responding to applications for regularisation certificates for work carried out without the benefit of an approval
- f) Work relating to applications deposited through the Partner Authority Scheme
- g) Control administration and use of Dangerous Building powers as detailed in Section 78 of the Building Act 1984 (includes recovery of reasonable expenses)
- h) Carry out enforcement action as detailed in Sections 35 to 38 of the Building Act 1984 (includes recovery of costs)
- i) [Supply of information under the Environmental Information Regulations \(excluding public registers\).](#)
- j) [Discretionary Services authorised by the Partnership Advisory Board and Host Council's financial procedures.](#)

1.2 Works for which a charge is not currently made

- a) Give general advice to members of the public, their representatives and other Council departments on all aspects of the Building Regulations including charges information. This information will be given upon request at all normal times
- b) Give pre-submission advice on specific projects regarding the requirements of the Building Regulations and associated legislation and contribute to the Development Team Approach
- c) Carry out the Building Regulations function in relation to applications for work which are aimed to provide facilities designed to secure the greater health, safety, welfare or convenience for disabled people
- d) Inspections to identify unauthorised building work
- e) Undertake the administration of the Approved Inspector legislation and maintain an Initial Notice register
- f) [Undertake the administration and maintenance of the Competent Persons Scheme register.](#)
- g) Supply reports of Building Regulation commencements, completions, applications received and ad hoc reports to relevant Heads of Service and selected external agencies (a nominal charge may be reasonable in certain cases)
- h) Participate in county, regional and national Building Control/Regulation meetings and initiatives
- i) Respond to the requirements and recommendations of the Audit Commission
- j) Control and administer the demolitions legislation as detailed in Sections 80 to 83 of the Building Act 1984
- k) Control and administer dangerous buildings as detailed in Section 77 of the Building Act 1984
- l) Control and Administer dilapidated buildings and neglected sites as detailed in Section 79 of the Building Act 1984.
- m) Control and administer the raising of a chimney as detailed in Section 73 of the Building Act 1984.
- n) Contribution to e-government agenda and developments

- o) Supply reports at the end of each financial quarter of Building Regulation information including commencements, completions, applications received, applications determined and ad hoc reports to relevant Heads of Service and selected external agencies.

3. Miscellaneous

- a) Provide up to date information and guidance for customers and members of the public through leaflets and the authority's' website. The views of customers are to be regularly sought, all in accordance with the Customer Care Policy document.
- b) The officers of the Building Control Service shall continue to maintain records to support the provision of information for Planning, Land Charges and Government housing statistics in accordance with the Business Plan.
- c) Provide technical advice regarding disabled access and facilities to any individual or local Access Group.