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<b>Building Control Commencement &amp; Completion Checklist</b>	Key to information:			Numbers within the brackets correspond to the notes at the end of this document.
	 Required info/certs	 Info/certs may be required	 Info/certs not required.	

BEFORE & AS YOU START YOUR WORK	New Buildings				Existing Buildings		
	Extensions	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration
<b>Information and Declarations Required</b>							
Part 2A – Dutyholder Responsibilities	Please refer to the Dutyholder Responsibilities Guidance, which you can find <a href="#">here</a> .						
<ul style="list-style-type: none"> <li>If you have not already, you must inform us of your appointed Principal Contractor within fourteen days of making the appointment.</li> </ul>							
<ul style="list-style-type: none"> <li>You must ensure the competence of your Principal Designer and Principal Contractor</li> </ul>							
<ul style="list-style-type: none"> <li>You must inform us in writing or an email when the work is commenced – see Dutyholder Responsibility Guidance.</li> </ul>							
<b>Design Stage Information</b>							
<ul style="list-style-type: none"> <li>Design stage energy ratings, either SAP or SBEM ratings.</li> </ul>							
<ul style="list-style-type: none"> <li>You may be requested for design stage information in plans, structural calculations, or fire strategies to show your project complies; however, this will be advised in our appraisal document.</li> </ul>							
<ul style="list-style-type: none"> <li>Part R- Broadband infrastructure confirmations</li> </ul>							
<b>Optional Building Regulations</b>							
<ul style="list-style-type: none"> <li>Part M, Part G planning requirements</li> </ul>							

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INFORMATION REQUIRED AT COMPLETION	New Buildings				Existing Buildings		
	Extensions (3)	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration
<b>Information and Declarations Required</b>							
Part 2A - Dutyholder Responsibilities:	Please refer to the Dutyholder Responsibilities Guidance, which you can find <a href="#">here</a> .						
<ul style="list-style-type: none"> <li>You will need to inform us in writing or using the web form as follows:               <ol style="list-style-type: none"> <li>As a Client, that work is complete and compliant with the Regulations to the best of your knowledge.</li> <li>The Client needs to inform us that the principal designer and principal contractor, via a declaration from each, that the work is compliant and the dutyholders have undertaken their function, Reg 11D of the regulations.</li> </ol> </li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Structure (2)</b>							
<ul style="list-style-type: none"> <li>Pile test results</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Piling log</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Truss design certificate</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Fire Safety</b>							
Regulation 38 – Refer to guidance note. (4)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fire door test certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
As built plans showing all relevant passive and active fire precautions - note that if the layout has changed, we will re-consult the brigade.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Written confirmation that the fire safety information has been passed to the responsible person.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


















































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INFORMATION REQUIRED AT COMPLETION	New Buildings				Existing Buildings		
	Extensions (3)	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration
Design, Installation and Commissioning Certificates for the following Elements							
• Fire detection system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Emergency lighting system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Fire suppression system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Fire Damper test certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Smoke-actuated damper systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Smoke control and ventilation systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Intumescent/cladding fire protection systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Fire safety stopping etc. installation records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Dry riser static pressure test results	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Wet riser flow and pressure test results	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sound Insulation Information							
Sound insulation test certificates							
• Dwellings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Rooms for residential purposes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Schools – refer to Building Bulletin 93	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Robust standard details compliance certificate for each plot (5)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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	Extensions (3)	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration
<b>Ventilation Systems</b>							
• Mechanical airflow tests for all fans (6)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Test and commissioning information for ventilation systems (MVHR etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Confirmation that the information required by Reg 39, 40, 40A, 41B, 44 and 44ZA has been passed onto the client. (7)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Drainage Test Certificates</b>							
• Percolation test results for soakaways and land drainage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Above-ground airtightness tests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Underground airtightness tests	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Electrical, Energy and Heat-Producing Appliances</b>							
• Qualifications of the person installing the systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Relevant Competent Persons certification – Gas safe, OFTEC, HETAS, PART P scheme, PV, etc., or, • CIBSE Engineer’s test and commissioning certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• Carbon monoxide detection installation certificates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• For heating appliances – a copy of the fireplaces, flues and chimneys checklist.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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INFORMATION REQUIRED AT COMPLETION	New Buildings				Existing Buildings		
	Extensions (3)	Housing	Flats	Commercial	Change of use to dwellings	Change of use to commercial	Material Alteration
<b>Energy Information</b>							
<ul style="list-style-type: none"> <li>Post-construction stage energy ratings – housing and flats, SAP and Commercial SBEM</li> </ul>							
<b>Air Tightness Testing (8) (9)</b>							
<ul style="list-style-type: none"> <li>Photographic, geotagged records for all junctions between each unit created, certified by the Energy Rater</li> </ul>							
<ul style="list-style-type: none"> <li>Energy Performance Certificates (EPCs)</li> </ul>							
<b>Other Information Required</b>							
<ul style="list-style-type: none"> <li>Water calculation (new dwellings)</li> </ul>							
<ul style="list-style-type: none"> <li>Access strategy/statement</li> </ul>							
<ul style="list-style-type: none"> <li>Part S - electrical charging point commissioning information</li> </ul>							
<ul style="list-style-type: none"> <li>Requirements highlighted within the Compliance Appraisal Report addressed and signed off.</li> </ul>							

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**Notes:**

An alteration undertaken within a building is subject to the requirements of Regulation 3 of the Building Regulations 2010.

1. For Stroma Building Control to issue its final certificate, additional information or certificates may be required.
2. Information is only required if relevant work is being undertaken.
3. Requirements will differ between domestic and commercial extensions.
4. Applies to any work undertaken within a building put to a 'relevant use' as defined in the Regulatory Reform (Fire Safety) Order 2005.
5. Where the adoption of robust construction details or, in the case of schools, an Acoustician is used to certify the works, it may not be required to undertake bespoke sound testing. Please speak to your Inspector to clarify the requirements applicable to your work.
6. Testing certificates are usually not required for isolated installations of fans within kitchens, bathrooms, shower rooms, utility rooms or WCs. Certification is required for more complex installations when the services to ventilate various uses are shared.
7. Details of the information required by Regulations 38 to 44Z can be found at the following link within Parts 8 and 9 of the Building Regulations 2010. IF you have any questions about the information or certification required, please get in touch with your Inspector.
8. Air tightness testing should verify a property's post-construction stage Energy Rating. It is not required if the relevant backstop of 10m<sup>3</sup>/ (h.m<sup>2</sup>) at 50 Pascals air tightness test is used to calculate the energy rating of the building.
9. An air tightness test is only required for large commercial extensions with a total useful floor area of over 100m<sup>2</sup> and over 25% of the total useful area of the original buildings.