



Department of Local Government & The Environment

Planning & Building Control Directorate

**Building Control Section
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Building Regulations

Checklist for Building Works carried out in connection with Dwellings.

This document provides a checklist for showing compliance with the requirements of Parts 1 to 4 of the Building Regulations. It is intended to provide guidance on what is considered to be the minimum level of information that should be provided with plans forming part of an application for approval to undertake building works in respect of dwellings and domestic type building works.

When amended drawings are submitted for approval, all amendments must be clearly highlighted.

Checklist for Part A: Structure

GENERAL

1. State which design code (e.g. Approved Document A) has been used for the purposes of satisfying each of the requirements in Part A of Schedule 1 with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Foundations

- 1.1 Type of foundation to be specified and note to state minimum size and that size and depth to suit ground conditions:
- 1.2 When building on an existing foundation, size and depth of existing, and soil conditions to be stated:
- 1.3 Where the foundation is subject to design by a structural engineer this should be included with the application:
- 1.4 Where the building has four or more storeys, a statement that it will be designed to satisfy Building Regulation requirements A3 for disproportionate collapse. The design by a Structural Engineer should be included with the application.
- 1.5 Where piled foundations are proposed, a note to state one load test to be carried out, for every 50 piles or part thereof, (up to a maximum of 30 and integrity testing on all piles:

Wall Construction

- 1.6 Materials to be specified:
- 1.7 Length, height and thickness to be dimensioned:
- 1.8 Cavity width to be stated:
- 1.9 When building on an existing wall, construction of the existing wall to be stated together with an indication of its condition:

Floor Construction

- 1.10 Timber floors – Specify covering, all structural member sizes, stating actual and permissible spans, spacings, strength class and loading:

- 1.11 Concrete floors – Specify thickness and provide design details if suspended:
- 1.12 If construction is to be a design by a structural engineer, this should be stated on the plans and calculations given:

Roof Construction

- 1.13 Roof specifications that: – Specify all member sizes, stating actual and permissible spans, spacings, timber strength class, loadings and roof pitch; all designed for severe exposure:
- 1.14 Where the roof construction is to be a later design by a structural engineer, this should be stated on the plans with no member sizes given. Engineer Calculations to be included with application:
- 1.15 Trussed rafter roof construction – Specify all work to be carried out to relevant code; e.g. BS 5268: Part 3: 2006:

Checklist for Part B: Fire Safety

GENERAL

2. State which design code (e.g. Approved Document B), has been used for the purposes of satisfying each of the requirements in Part B of Schedule 1. State all works that are to be carried out in accordance with all relevant recommendations of that approved document:

SPECIFIC DETAILS

MEANS OF WARNING AND ESCAPE (Dwelling Houses)

Alarm System

- 2.1 Type of fire alarm to be specified:
e.g. Automatic fire alarm and detection system to be provided in accordance with BS5839: Part 6 to at least grade E type LD3 standard, or Smoke alarms installed in accordance with the guidance given in paragraphs 1.4 to 1.22 of Approved Document B to be provided:

Means of Escape

- 2.2 Two storey houses – Position of escape windows to be shown and clear opening sizes to be dimensioned on elevations:
- 2.3 Three storey houses: Protected escape stair and rating of enclosure and fire doors to be indicated on plans:

MEANS OF WARNING AND ESCAPE (Flats)

Alarm system

- 2.4(a) Type of fire alarm system to be specified:
E.g. Automatic fire alarm and detection system to be provided in accordance with BS5839: Part 6 to at least a grade E type LD3 standard, or Smoke Alarms installed in accordance with the guidance given in paragraphs 1.4 to 1.22 of Approved Document B to be provided:
- 2.4(b) Type of sprinkler system to be specified:
E.g.

Horizontal Escape

- 2.5 Travel distances (in open plan flats, protected entrance halls, lobbies and corridors) to be indicated:
- 2.6 Position and rating of fire doors to be indicated:
- 2.7 Protected corridors/lobbies to be shown:

Vertical Escape

- 2.8 Dimension height of top floor above lowest ground level, and state (in the case of a building containing flats) if it has been considered as a 'large' or 'small' building:
- 2.9 Position of escape stairs to be shown:
- 2.10 Rise, goings and headroom to be specified:
- 2.11 Fire protection to escape stairs (including doors), to be shown and fire rating of all elements stated:
- 2.12 Separation of stairs and lifts at basement levels to be shown:
- 2.13 Ventilation of top of stairs, and stair lobbies to be shown:
- 2.14 Protected corridors/lobbies to be shown:

- 2.15 State escape lighting to BS5266: Part 1 to be provided on all common escape routes (not applicable in buildings less than two storeys):

INTERNAL FIRE SPREAD

Linings

- 2.16 Classification of wall and ceiling linings in rooms and circulation spaces to be stated:

Structural Fire Resistance

- 2.17 Period of fire resistance for all elements of structure to be stated:

Compartmentation

- 2.18 Position of compartment wall and floors to be highlighted:
- 2.19 Period of fire resistance for all compartment walls/floors (including any doors) to be stated:
- 2.20 Use of all parts of the building to be stated:

EXTERNAL FIRE SPREAD

Walls and Roof

- 2.21 Distance from building to boundary to be dimensioned on plans:
- 2.22 Amount of unprotected area of any elevation and the distance to the boundary to be dimensioned. Where a notional boundary is set (i.e. where there is more than one assembly and recreation or residential building on the same site) the unprotected areas in any existing building(s) with a boundary condition must also be shown. A schedule showing the amount of unprotected areas as a % of the wall area and calculations showing the required distance to the boundary to be provided:
- 2.23 State the surface spread of flame classification that is to be achieved by the roof covering and rooflights:
- 2.24 Show fire service vehicle access to building and dimension distance from appliance hardstanding to dwelling entrance door (in the case of flats dimension worst case only):

- 2.25 Dimension on plan the distance from any dry riser inlet to the fire appliance hardstanding:
- 2.26 Where an enclosed car park is to be naturally ventilated, show ventilation opening on elevations. Clear opening size of vents and floor area of car park to be stated:
- 2.27 Where an enclosed car park is to be mechanically ventilated, specify ventilation rates to be achieved, fire rating of system, and method of providing a secondary power supply:

**Checklist for Part C:
Preparation of Sites and Resistance to Moisture**

GENERAL

3. State which design code (e.g. Approved Document C) has been used for the purposes of satisfying each of the requirements on Part C of Schedule 1, with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Resistance to Moisture

- 3.1 Specify roof pitch and the materials to be used for the roof, walls and floors:
- 3.2 Identify position of DPCs and cavity trays:
- 3.3 Provide details of the method to be used for upgrading existing walls when a material change of use of a building is proposed:

**Checklist for Part F:
Ventilation and Condensation in Roofs**

GENERAL

4. State which design code (e.g. Approved Document F) has been used for the purposes of satisfying each of the requirements in Part F of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Rooms

- 4.1 State floor area of all habitable rooms and provide window schedule identifying clear opening area of windows:

Car Parks

- 4.2 Where an enclosed car park is to be naturally ventilated, show ventilation openings on elevations. Clear opening size of vents and floor area of car park to be stated:
- 4.3 Where an enclosed car park is to be mechanically ventilated, specify ventilation rates to be achieved:

Checklist for Part H: Drainage

GENERAL

5. State which design code (e.g. Approved Document H) has been used for the purposes of satisfying each of the requirements in Part H of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Foul Water Drainage

- 5.1 Drainage layout to be shown, with invert levels, gradients and pipe sizes stated:
- 5.2 Invert level and location and of sewer connection to be stated:
- 5.3 Where a pumped system is proposed storage capacity, number of pumps and alarm provision to be stated:

Septic Tanks and Treatment Plants

- 5.4 Location of any proposed septic tank or treatment plant to be shown together with any existing systems on adjoining sites:
- 5.5 Specification for septic tank or treatment plant and the alarm system to be provided:
- 5.6 Capacity of septic tank to be stated, and tail drainage to be shown:
- 5.7 Statement to confirm that any new system is the required distance from any borehole or watercourse:

5.8 In the case of new dwellings – Land drain design (to BS6297) to be provided together with results of percolation tests, and confirmation that winter water table does not rise within 1m of the invert of the proposed land drain system:

5.9 Where a pumped system is proposed storage capacity, number of pumps and alarm provision to be stated:

Rainwater Drainage

5.10 Drainage lay-out and position of outfall to be shown:

5.11 Where the proposed drainage is to an existing soakaway, identify the location and state capacity:

5.12 Where it is proposed to use a soakaway to drain areas in excess of 60m² design calculations as recommended in Approved Document H should be provided:

Sanitary Facilities

5.13 Number and location to be indicated on plan – New dwellings which exceed 80m² floor area must be provided with sanitary facilities on the ground floor:

Hot Water Storage Systems

5.14 Specify type of any proposed hot water storage system. If an un-vented system is to be used, provide details/specification:

Checklist for Part J: Heat Producing Appliances and Storage of Fuels

GENERAL

6. State which design code (e.g. Approved Document J) has been used for the purposes of satisfying each of the requirements in Part J of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Solid Fuel Appliances

6.1 Dimension fireplace openings and dimension flue sizes:

6.2 Dimension height of flue outlets:

6.3 Dimension fireplace recesses and constructional hearths:

Oil and Gas Fired Appliances

6.4 Specify whether or not appliance is room sealed or open-flued, and show where appliance is to be sited:

6.5 Show position of flues and dimension outlets from flues:

6.6 State that a flue gas spillage test is to be undertaken, where any open flued appliance is sited in a room which has mechanical extract ventilation:

6.7 Where an oil storage tank is located internally, state period of fire resistance and method of ventilation to the enclosure:

6.8 Show fuel tank position in relation to the building and boundary:

6.9 Show LPG cylinder storage facilities:

Checklist for Part K: Stairs Ramps and Protective Barriers

GENERAL

7. State which design code (e.g. Approved Document K) has been used for the purposes of satisfying each of the requirements in Part K of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Stairs, Ramps and Protective Barriers

7.1 Position of all stairs, ramps and protective barriers to be shown on plans:

7.2 Section to be provided through stairs showing headroom:

7.3 Specify measures to be provided for guarding of stairs, landing, ramps, floors, roofs and balconies. Note: in the case of any dwelling guarding should not be readily climbable by children of 5 years old or under:

**Checklist for Part E:
Resistance to the Transmission of Sound**

GENERAL

8. State which design code (e.g. Approved Document E) has been used for the purposes of satisfying each of the requirements in Part E of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

SPECIFIC DETAILS

Protection against sound from other parts of the building and adjoining buildings

- 8.1 Clearly identify on the plans the position of all walls, floors and stairs that need to provide protection against sound from other parts of the building and adjoining buildings, stating sound reduction level to be achieved:
- 8.2 Provide 1:20 detailed section showing wall, floor and stair construction:
- 8.3 State sound testing to be carried out as required by the Building Control Surveyor and test results to be submitted to the Department of Planning & Building Control:

Protection of sound within residences etc

- 8.4 Clearly identify on the plans the position of all walls and floors that need to provide protection against sound within residences, stating sound reduction level to be achieved:
- 8.5 Provide 1:20 detailed section showing proposed wall and floor construction:

Reverberation in the common internal parts of buildings containing flats or rooms for residential purposes

- 8.6 State the materials to be provided to limit reverberation in the common internal parts of the building, and provide calculations to show the absorption area required:

**Checklist for Part N:
Glazing – Safety and Protection**

GENERAL

9. State which design code (e.g. Approved Document N) has been used for the purposes of satisfying each of the requirements in Part N of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

**Checklist for Part L:
Conservation of Fuel and Power**

GENERAL

10. State which design code (e.g. Approved Document L1) has been used for the purposes of satisfying each of the requirements in Part L1 of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document:

OTHER DETAILS

Building Fabric

- 10.1 Method used to show compliance to be stated and calculations/information as set out below to be provided:

Where the Elemental Method is to be used for new build

- 10.2 U-values to be achieved for roofs, walls, floors to be stated in W/m^2K :
- 10.3 Schedule to be provided in accordance with appendix D of AD L1 showing the average U-values to be achieved for windows, doors and roof lights:
- 10.4 Total floor area to be stated:
- 10.5 State type of frame to be used for windows doors and rooflights, i.e. metal, wood or PVC:
- 10.6 Provide a schedule identifying the total area of all windows, doors and rooflights, showing total area does not exceed 25% of the floor area:
- 10.7 Type of heating boiler to be stated and for oil and gas boilers to give the SEDBUK:

Where the Elemental Method is to be used for extensions

- 10.8 Schedule to be provided in accordance with appendix D of AD L1 giving the average U-values for the doors, windows and rooflights in the extension:
- 10.9 U-values to be achieved for roofs, walls, and floors to be stated in W/m^2K :
- 10.10 Total floor area of the extension to be stated:
- 10.11 Total floor area of the building (excluding the proposed extension) to be stated:
- 10.12 Provide a schedule showing:
- (a) the area of windows, doors and rooflights in the extension does not exceed 25% of the floor area of the extension, plus the area of any windows or doors in the existing dwelling which, as a result of the extension works, no longer exist or are no longer exposed; or
 - (b) the area of windows, doors and rooflights in the enlarged dwelling does not exceed the area of openings in the existing dwelling; or
 - (c) the area of windows, doors and rooflights in the enlarged dwelling does not exceed 25% of the total floor area of the enlarged dwelling:
- 10.13 State type of frame to be used for windows, doors and rooflights, i.e. metal, wood or PVC:
- 10.14 Where works also include the replacement of existing windows, details of the windows to be removed should be shown on a survey drawing and the U-values and type of frame proposed for the replacement windows must be stated:

Where Target U-Value is to be used

- 10.15 Schedule to be provided in accordance with appendix E of AD L1 showing the total rate of heat loss and proposed U-values for all elements:
- 10.16 Provide detailed calculation to show Target U-value for proposal and a calculation to show the calculated average U-value is less than the target U-value:
- 10.17 State area of opening as a % floor area for day lighting:

When Carbon Index Method is to be used

- 10.18 3 copies of the carbon index calculation is to be provided to the Department, with the name of any software used clearly stated:

Limiting air leakage

- 10.19 If construction is to be carried out in accordance with DEFRA robust details for limiting thermal bridging and air leakage, this should clearly be stated on the plans (if the robust details are not to be followed an air test will need to be carried out at completion):
- 10.20 If air test is to be carried out, state on plans that results are to be submitted to the Department of Planning and Building Control:

Checklist for Part P: Electrical Safety

GENERAL

11. State which design code (e.g. Approved Document P) has been used for the purposes of satisfying each of the requirements in Part P of Schedule 1, and state all works are to be carried out in accordance with all relevant recommendations of that approved document: