



Terms and Conditions

- a. Building control inspections are not a substitute for clerk of works or architect supervision. It is essentially a series of third party spot checks intended to provide reasonable confidence that work complies with the Building Regulations but not definitive proof.
- b. Responsibility for constructing in compliance with the Building Regulations rests with the owner who should carefully select contractors, designers, engineers and other professionals
- c. Structural calculations submitted as part of the application will be risk assessed to determine the level of checking required. Where an engineer is professionally qualified, has indemnity insurance and is using established design methods, these calculations may receive just a cursory check or simply be accepted
- d. Every effort will be made to ensure that the estimated hours for charging is consistent with the actual hours spent. Further payment may be requested should the actual service hours exceed the original estimated hours. For the purposes of this calculation, the first hour will be disregarded. This may arise where:
 1. The project turns out to be more complex than anticipated and additional time is needed to check construction details, e.g. structural foundation design once soil condition fully established
 2. The project is changed after initial plans check requiring addition checking time of details or calculations
 3. Calculations not produced to recognised methods require additional checking/consultant input
 4. The customer has requested a higher service level than quoted for
 5. After risk assessment of the professionals/individuals/company involved it is decided that the design or construction requires additional checking time to ensure compliance
 6. Additional inspections are requested due to site conditions or the contractor splitting the work into stages or phases
- e. Where the actual service hours are less than originally estimated, the partnership may make an appropriate refund of part of the charge on satisfactory completion of the application. For the purposes of this calculation, the first hour will be disregarded.
- f. Charges assume work will continue at a reasonable speed through to satisfactory completion. Where no visit has been requested for a period in excess of 12 months we will automatically archive the file as 'non active' for the purposes of building controls standards. If reactivated, it may be necessary to re-estimate the charge for remaining inspections to reflect current costs/hourly rate. A minimum of £75.60 is payable to recover any 'non active' application(s).
- g. Charges assume that the building work uses standard materials and construction techniques and that supporting details and calculations have been prepared using recognised industry standard processes.

STG Building Control Partnership , Foord Annexe, Eastgate House, High Street,
Rochester, Kent, ME1 1EW,

Tel: 01634 331133 | www.stgbc.org.uk | Email: building@stgbc.org.uk | Twitter: @STG_BC

A Local Authority partnership between the building control services of Canterbury, Gravesham, Medway and Swale authorities



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- h. The partnership is tasked with ensuring continued improvement in the standards of building for health and safety and the conservation of fuel and power. Where a project has been dormant for a period where the building regulations have changed, we reserve the right to apply new regulations particularly in respect of life safety.
- i. Refund of charges on cancellation of an application is at the discretion of the Director. Any refund will take into account hours spent by surveyors and administration to the point of cancellations and a minimum of £95 + VAT will be retained.
- j. Applications remain invalid and of no effect until the plans fee has been received in full or where the fee cannot be agreed upon. We will write or contact you to advise that the application is invalid and what you need to do to validate it. If an application remains invalid for more than 28 days we may return it and refund fees paid minus any cost we have incurred (see i)
- k. For certain work under the building regulations you will also need to apply for planning permission under the Planning Acts (you may have to pay extra for this).
- l. Where an email address has been provided all communications and approval documentation (where applicable) will be provided by this method, unless specified otherwise.
- m. Please note we have a document retention policy from 1st January 1998.