

Inspection Notification Framework

1.0 Introduction

Thank you for choosing Active Building Control as your Registered Building Control Approver (RBCA). ABC would like to take this opportunity to inform you of the stages of construction at which you should notify your Registered Building Inspector (RBI) so that we can arrange a site inspection if required. You should also note that it is advisable to gather a photographic record of all critical stages of the work where the framework indicates that you should.

While ABC endeavours to meet any site inspection requests as soon as possible, it asks that you aim to provide as much notice as possible so that RBIs can organise their priorities for the day, and they will call you if there are any problems inspecting on your preferred date. This inspection may be undertaken face-to-face or via remote means where the nature of the work permits.

The inspection notification regime in Section 2.0 covers common scenarios where you should notify your RBI as the work progresses. If you are unsure how this applies to the work, please contact your appointed RBI for clarification. Section 2.1 below provides you with additional information about the inspection notification regime. Please read these carefully to establish if any notes apply to your work.

Please note that these are the minimum stages at which ABC should be notified of progress at all notifiable stages. We must receive an update on progress every four weeks, irrespective of whether any of the below build stages have been completed, to assess the need for a progress inspection. Where your project covers more than one dwelling, we will need to be notified of the progress of all dwellings as appropriate, and you should have regard to the gathering of information to comply with your Energy Assessor requirements so that they may sign off the development as compliant when work is finished.

Carrying out inspections at the stages below allows ABC to adequately complete its function, which is to take such steps as are reasonable to assess likely compliance with the relevant regulations, so that it can give a final certificate when works are complete.

Please read this guidance in conjunction with the Building Control Commencement and Completion Checklist, which can be found here, as additional certification may be required upon the completion of your job, without which ABC cannot issue its final certificate.


Please note that it is the responsibility of the person carrying out the works or the client to ensure that all elements of the works comply with the building regulations and that site inspections are requested at the correct stages. After 1 October 2023, you must declare compliance has been achieved in writing (an email is okay) before requesting a final inspection. If you are unsure as to your responsibilities, please refer to our Dutyholder Guidance, where you can find further guidance here: <https://Activebc.com/media/ballqaha/dutyholder-guidance-document.pdf>.

If you have any doubts about when to call ABC, please get in touch with your RBI.


2.0 Inspection Notification Regime


























Inspection Notification Regime – When to call us.

Key

 Inspection Required

 Inspection notification required

 Photographs should be taken to provide evidence of compliance.

Stage of Work	New-build housing & flats	Extensions to dwellings	Loft conversion	Commercial new builds	Changes of use	Domestic alterations	Shop fit outs	System approved re-roofing	Tank/lift install work
Foundation excavations			If applicable		If applicable	If applicable	If applicable	If applicable	Not required
Drainage			If applicable		If applicable	If applicable	If applicable	Not required	Not required
Damp-proof course/membrane	 	 			Not required	Not required	Not required	Not required	Not required
Wall cavity completion					Not required	Not required	Not required	Not required	Not required
Structural members (joists and beams etc.)									

Fire Safety - Fire-stopping and cavity barriers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	If applicable	Not required	If applicable	Not required	If applicable
Acoustic/thermal features	If applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessibility features	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Other stages – refer to the plan check	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable	If applicable
At least one week before the occupation	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Completion	<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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please refer to the Notes below that accompany this table.

2.1 Notes

- Whilst inspections of work are not a legal requirement, they are an essential feature of a building control body's role. Therefore, before your work progresses beyond the above stages, you must notify your RBI and make a photographic record of all the work.
- Photographic records should be geotagged and dated, per the Operational Standards Rules recommendations.
- It is usual for Active Building Control Limited to inspect all work indicated with a green check box, so please provide your RBI with as much notice as possible to inspect the stage. For all other applicable stages or those marked with an amber check box, please inform your RBI that an inspection may be required, and your RBI will advise you if an inspection is made. But in all instances, please ensure the catalogue of your building works progresses with a comprehensive set of photographs.
- Please remember that you must ensure that all evidence is available upon completing work (See Dutyholder Responsibility Guidance) so that Active Building Control can review it. Without the information, Active Building Control cannot issue its final certificate.
- Inspections are undertaken on a risk-based approach informed by the Active Building Control Enforcement Policy Statement and Enforcement Management Model.
- Active Building Control will, when necessary, use remote inspection techniques as an alternative to an on-site inspection. Remote inspection techniques can be via photographs, videos or other remote media. Please note that photographs should be geotagged and date-stamped.
- Active Building Control reserves the right to request that the person carrying out the work undertake necessary tests to demonstrate compliance with the applicable requirements of the building regulations.
- For more extensive and complex projects, the Active Building Control plan appraisal will notify of any additional inspections required. Your RBI may also agree on other inspections when on-site, as the work progresses.
- Please provide two days' notice when your work commences, allowing us to plan our inspections.
- Please also refer to the list of commencement and completion information you will need to have in place and available for review either before work starts on site or after work is finished and occupied.
- It is inadvisable to occupy a building without ensuring your works comply with the building regulations. Please note that occupation of work without a final certificate will mean that the initial notice Active Building Control and you jointly served on the Local Authority before the works started will be reverted to Local Authority Control after a relevant period. The period for all commercial work is 28

days, and for all other work, two months. Active Building Control can apply to the Local Authority for an extension of this relevant period, so please keep your RBI informed if you plan to occupy the building before the completion of work.

- Failure to notify Active Building Control or forward the requested information may prevent Active Building Control from issuing a final certificate for the controlled work.
- Note that Active Building Control RBIs only undertake inspections to identify if the controlled work is likely to be compliant with the building regulations. The Inspections are not undertaken for any other purpose, such as The Party Wall Act, the Control of Asbestos Regulations, or the