

BUILDING WORKS
GUIDANCE

**PLEASE ASK FOR
BUILDING CONTROL SECTION
CENTRAL AREA**

BUILDING CONTROL REFERENCE NO. C-61-/1193-/CTH-/FP

PLANNING REFERENCE NO. 4B-/01-/335-/FW
(Please remember to quote these numbers)

Further to your commencement of building work, please ensure you inform the Building Control Section when the building works are completed to enable the Building Control Officer to inspect the works for compliance with the Building Regulations and issue a completion letter for your records.

Additional inspections may include excavations, foundation concrete, hardcore oversite, damp proof course/membrane, oversite concrete, drains laid, drains test, roof/floor timbers and structural beams.

The Building Control site inspections are carried out between 11.00 a.m. - 1.00 p.m. on a working day and should be booked by telephone, inspection card, or letter 24 hours before the visit is required.

Whilst writing I thought I would take the opportunity to remind you that you may need to comply with conditions of your building regulation approval. Further, if planning permission was obtained for the development, you also need to check your decision notice to see if there were any conditions which required compliance as work has commenced.

R WALKER
DIRECTOR OF ENVIRONMENT

DP66 (Aug.2001)



ENVIRONMENT DIRECTORATE

A G MacNaughton: Cabinet Member for Environment
R M Walker Dip. TP MRTPI: Director of Environment

I T Robertson MRICS FBEng: Chief Building Control Officer
Building Control Direct Fax: 01444 255364

Outbuilding Building Control Notes:

I have searched all my related files, it appears I was not provided with a Building Regulations completion letter. The construction was supervised by Clifford Dann surveyors in Lewes. It was they who managed the communication with the builders and the Building Control Officer.

I have contacted Clifford Dann by phone, but unfortunately they do not retain records longer than 10 years. My contact at the time (2001-2002) no longer works there. They did say that it was common for Mid Sussex Council to not send out the required letters, and if they had done it would have come to me directly. They did also comment that the regulations have undergone major changes in the intervening 20 years, so would be barely relevant today.

Mid Sussex District Council also do not retain records from the relevant period.

The documents I do have are the Building Control and Planning reference numbers and the invoice for the site inspections (marked with the date it was paid). Scans of these are below.

I did meet the Building Control Officer on site a couple of times, so I can confirm that inspections took place.

Barry Mathias.