



# ORKNEY ISLANDS COUNCIL

## Inspection Notices Notes for Guidance

### **Building Warrant Reference:**

It will be necessary for the Building Standards Inspector to inspect parts of the building works you are about to undertake to ensure the structures as built meet the minimum Building Standards.

The various stages that require inspection are listed on the attached **Construction Compliance and Notification Plan**.

When the application has been made by an Agent, the Agent must ensure that a copy of the Construction Compliance and Notification Plan and any guidance notes are sent to the Owner or Developer.

Notice Regarding Commencement of Work and Completion Certificate Submission forms are essential to completion of the Construction Compliance and Notification Plan. You are required to submit the relevant notices 7 days before commencing works and 7 days before the planned final inspection. The Completion Certificate Submission should only be issued once you are satisfied that all works have been completed in accordance with Building Regulations.

For intermediate inspections identified on the Construction Compliance and Notification Plan you can request an inspection by completing and returning one of the enclosed request forms, by telephone, email or via the eBuilding Standards Portal, providing a minimum 48 hours notice. To arrange an inspection by phone or email contact the Building Standards Office or the relevant Building Standards Inspector, contact details are provided on the Construction Compliance and Notification Plan.

In certain circumstances alternatives to physical inspection may be accepted e.g. photographic evidence; however this must be agreed in advance with the Building Standards Inspector.

Should you fail to notify Building Standards when you reach any of the stages which require inspection as detailed above, you may be requested to open up the completed work to allow an inspection to be made. In some circumstances, if a required inspection has not been requested and the completed work cannot be adequately inspected to see if it complies with Building Regulations, the Certificate of Completion may be refused.

If you have any questions with regard to your Building Warrant, please contact the

Building Standards Office, Orkney Islands Council, School Place, Kirkwall, KW15 1NY.

Telephone 01856873535 extension 2729.



## Notice Regarding Commencement of Work

### Building (Procedure) (Scotland) Regulations 2004.

Notice under Regulation 59(1)(a) of the commencement of work for which a Building Warrant has been granted.

Building Warrant reference:	
Address of property, including postcode:	

I hereby give notice that work will commence/commenced on (date):  
(See note 1).

The main contractor for the project is/will be (see note 2):

Name:	
Address:	
Telephone number:	
Fax number:	
Email:	

The duly authorised Agent for the Building Warrant application (if any) will continue to act on my/our\* behalf for the period of construction\* (see note 2): Yes/No\*.

The duly authorised Agent (if any) is to change from that indicated on the Building Warrant, revised details are provided below\* (see note 2):

Name:	
Address:	
Telephone number:	
Fax number:	
Email:	

The works are expected to be completed by (date):  
(See note 2).

Name:	
Signed:	
Date:	

\* Delete as appropriate.

**Notes:**

1. Notice of start of work must be given to the verifier at least 7 days prior to starting on site and the Commencement of Work notice should be submitted.
2. You do not have to provide this information but it may assist the Verifier in dealing with your project.

**Address to Which You Should Send Your Form:**

Building Standards, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

**Council Enquiry Point:**

Building Standards - Telephone: 01856873535 extension 2729.

Email: [building.standards@orkney.gov.uk](mailto:building.standards@orkney.gov.uk).



## Notice of Key Construction Stage

### Building (Procedure) (Scotland) Regulations 2004.

Notice under Regulation 59(1)(b)(c) or (d) of the completion of particular stages of work for which a Building Warrant has been granted.

Building Warrant reference:	
Location of Work:	

I hereby give notice that the following work stage(s) are complete\*:  
(See notes 1 and 2).

Inspection of excavation for foundations.	
Inspection of damp proof course and solumn levels.	
Inspections of superstructure prior to fixing internal and external claddings.	
Final inspection – 7 days' notice required. A Certificate of Compliance of Electrical Installation must be submitted before the Certificate of Completion can be accepted.	

Name:	
Signed:	
Date:	

\* Tick as appropriate.

### Notes:

1. Notice of these stages of work is not required if the Verifier has been informed the work is to be covered by an approved Certifier of Construction.
2. Only stages of work which have been specifically identified in the Construction Compliance and Notification Plan need to be notified.

Responsibility for compliance with the building regulations lies with the relevant person. Building standards inspectors cannot be, and are not, required to supervise or monitor every activity on a building project nor can they be present at all times. The supervision of building work is the responsibility of the building owner or developer who should appoint a building professional to supervise the work to ensure the standard of workmanship is satisfactory and meets the building regulations.

**Address to Which You Should Send Your Form:**

Building Standards, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

**Council Enquiry Point:**

Building Standards - Telephone: 01856873535 extension 2729.

Email: [building.standards@orkney.gov.uk](mailto:building.standards@orkney.gov.uk).



## Request for Inspection of Drainage System

### Building (Procedure) (Scotland) Regulations 2004.

Notice under Regulation 59(1)(b)(c) or (d) of the request for inspection of drainage system.

Building Warrant reference:	
Address of property, including postcode:	

Name:	
Address:	
Telephone number:	
Signature:	
Date:	

### Notes:

1. Please provide at least 48 hours' notice for the inspection. If you wish to arrange this inspection by telephone, please contact 01856873535 extension 2729, quoting the reference number at the top of this page.

2. **An air test of the installation may be required in addition to the visual inspection.** You may arrange for your Contractor to do this test and have it witnessed by our Inspector.

To be tested by Contractor (please tick):

### Address to Which You Should Send Your Form:

Building Standards, Orkney Islands Council, Council Offices, School Place, Kirkwall, Orkney, KW15 1NY.

### Council Enquiry Point:

Building Standards - Telephone: 01856873535 extension 2729.

Email: [building.standards@orkney.gov.uk](mailto:building.standards@orkney.gov.uk).

**For Office Use Only.**

## **Drainage Inspection**

Date received:	
Date inspected:	
Air test undertaken by Contractor:	
Comments:	
Date:	
Name:	
Signed:	

Additional inspections, if required:

Date:	
Comments:	