

Building Warrant Validation – Procedural Check

With the 2015 changes to Technical Handbooks coming into effect on 1 October 2015 it is extremely important that verifiers ensure applicants are not prematurely submitting substantially incomplete applications to avoid the incoming legislation and guidance.

Procedural guidance offers verifiers the opportunity to reject applications where key information required to carry out a full technical assessment is lacking.

In the run up to 1 October we shall tighten our procedural check to ensure that incomplete applications are rejected immediately, or where only limited information is outstanding, invalidate the application on condition that the applicant submits the information within 42 days from the date of receipt. Where the requested information is not received within 42 days, the application will be considered withdrawn and the application and fee returned to the applicant.

For example, an application for a new house in a rural location would be rejected where any of the required structural package, full SAP assessment, and details of the proposed wastewater treatment plant including infiltration field and percolation test results were missing.

Similarly where all required information barring a full technical specification was submitted the application would be rejected.

Accordingly, an application submitted without the necessary site/location plan would be treated as invalid, with the applicant requested to submit the said plan within 42 days. The application being validated and assessed in accordance with the regulations in place on the date the additional information received. Failure to provide the outstanding information within 42 days would result in the application being treated as withdrawn and returned to the applicant with the original fee.

I trust this is clear and should you require any further information regarding any of the above please do not hesitate to contact a member of the Building Standards Team.

Best regards

Jack Leslie

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