

DEVELOPMENT AND INFRASTRUCTURE

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ORKNEY
ISLANDS COUNCIL

CONSTRUCTION NOTIFICATION PLAN				
PROJECT DETAILS				
Building address:		Building owners details:		
Use of building:		Building Warrant reference:		
Contact Details of Inspection officer		Name: Tel: Mob: E-mail:		
Key Construction Stages (site visit)	Status	NOTES FOR APPLICANT	APPROPRIATE ALTERNATIVE EVIDENCE (Non-site visit)	FULFILLED Y/N
Commencement	M	Send commencement to verifier at least seven days prior to starting on site.		Yes ✓ No ✓
Foundation	N			Yes ✓ No ✓
Drainage	N			Yes ✓ No ✓
Superstructure	N			Yes ✓ No ✓
Completion	M	Submit Completion Certificate and any other relevant paperwork (See notes)		Yes ✓ No ✓

- M Mandatory
- N Notify

Notes to Applicant/Developer:

1. **This is the Construction Notification Plan for the building works the subject of this Building Warrant approval.**
2. The owner or developer should notify the Verifier at the target key construction stages above, to allow the Verifier to check compliance with Building Regulations. The number and nature of the site inspections may vary according to the type of works being undertaken.
3. Notification should allow sufficient time for the Verifier to respond.
4. Once the applicant or developer is satisfied the project is complete and complies with Building Regulations, they must sign and submit the Completion Certificate to the Verifier. The submission should also include the additional supporting information required by the Verifier (eg Certificate of Construction, Form Q, copy EPC/Sustainability Label etc).
5. Completion Certificates received where inspections identified on the Construction Notification Plan have not been notified may require disruptive inspection by the Verifier prior to accepting or rejecting the Completion Certificate.

6. For convenience an inspection notices pack is included which contains all the notification forms relevant to your particular development. You may also request an inspection by email or telephone; however we recommend you also provide the inspection notice to assist with our record keeping.
7. Should you require any further information or clarification regarding your Building Warrant approval please do not hesitate to contact us at the Building Standards Office.

ADDRESS TO WHICH YOU SHOULD SEND YOUR FORMS/INSPECTION NOTICES	
Orkney Islands Council Council Offices School Place KIRKWALL Orkney KW15 1NY	COUNCIL ENQUIRY POINT Building Standards Tel : 01856 873535 Ext : 2729 Fax : 01856 886451 Email : building-control@orkney.gov.uk