

Building Control Performance Policy

December 2015

Prime Construction Consultants Ltd have adopted this Building Control Performance Policy to support the recommended Standards for the performance of building control.

This policy is reviewed annually and based on the requirements of the *Building Control Performance Standards* (Department of Communities and Local Government) July 2014. Which can be found via the following weblink: [>BCPSAG - Building Control Performance Standards<](#)

1. Policy, Performance and Management Systems

- Prime Construction Consultants Ltd has created and published this policy. This shall provide for a building control service to:
 - Support customers,
 - meet legal obligations in achieving compliance,
 - comply with respective codes of conduct,
 - comply with the current Building Control Performance Standards for England and Wales,to enable maximum effectiveness in achieving compliance of the building work.
- Prime Construction Consultants Ltd has a formal documented Quality Management System in accordance with BS EN ISO 9001: 2008, which, inter alia, provides for:
 - Collection of evidence related to its performance in terms of service delivery;
 - Measurement and monitoring of compliance or non-compliance of building work with the Building Regulations;
 - Demonstration that Standards are being addressed and form an integral part of such management system;
 - Annual review and analysis of performance to inform programmes for continuous improvement in service delivery and compliance with Building Regulations;
 - The sharing of information and lessons learned which would be of benefit to other Building Control Bodies in recognising general areas of difficulty (or failure) in achieving compliance; and
 - Annual reporting in accordance with the current Building Control Performance Indicators system.

2. Resources

- Prime Construction Consultants Ltd deploys sufficient experienced and qualified staff, with competencies appropriate to the type of building control work undertaken and shall ensure that suitable arrangements exist for Continuing Professional Development and in-service training of its technical staff in accordance with our internal training plans.
- Prime Construction Consultants Ltd allocate sufficient resources to discharge its duties, having regard to its current and future workload, complexity and location of work, and changes in Building Regulations, Approved Documents and other recognised guidance.

3. Consultation

- Prime Construction Consultants Ltd will undertake all statutory consultations in a timely manner and the observations of consultees will be communicated to our clients. Prime Constructional Consultants Ltd will also consider the benefit of undertaking additional consultation as required. We will also where appropriate co-operate in an integrated approach as required.

4. Pre-application contact and provision of advice

- Prime Construction Consultants Ltd have arrangements in place for contact with clients those proposing or carrying out building work before a formal application is received where this is requested or would be beneficial to the functioning of the building control process.
- Prime Construction Consultants Ltd will endeavor to establish a single point of contact to deal with both procedural and technical building control enquiries on individual projects as necessary. This shall be supported by team working within Prime Construction Consultants Ltd to ensure continuity throughout the construction project.

5. Assessment of plans

- Where assessment of plans is undertaken, clear information will be communicated to the client in writing regarding:
 - Non-compliance with the Building Regulations,
 - Views of statutory consultees,
 - Conditions pertaining to the approval or passing of plans,
 - Remedies available in the event of a dispute over compliance.
- Prime Construction Consultants Ltd will retain records of the plans assessment process including the design assessment philosophy, and/or discretionary consultations, for future reference and continuity of control for at least 15 years.

6. Site inspection

- Prime Construction Consultants Ltd provides a site inspection plan/regime matched to client and project needs.
- Site inspection records of each inspection will be maintained. Records will identify the work inspected and any non-compliance. Where plans are not available for the work, these records will be more detailed.
- Details of non-compliant work (contraventions) will be communicated promptly and clearly to the responsible person, identifying the contravention(s) and indicating any measure(s) believed to be necessary. Any mechanisms for appealing against or disputing a decision of Prime Construction Consultants Ltd will be clearly made known to the responsible person.
- During the inspection phase, Prime Construction Consultants Ltd will ensure that all statutory consultees are notified of any significant departures from plans.
- Prime Construction Consultants Ltd aim to visit each live/reasonably active site at least once every 28 days. To ensure that legal control is maintained, we aim to visit non-active sites every 3 months.

7. Communications and records

- Prime Construction Consultants Ltd will communicate with clients, consultees and others in writing.
- All records relating to the Building Control service provided to individual projects are stored in a retrievable format and wherever practicable electronically for a minimum period of 15 years. Arrangements shall be made for their transfer into safe keeping in the event of that Prime Construction Consultants Ltd ceasing trading.

8. Business and professional ethics

- Prime Construction Consultants Ltd and their professional consultants used in support shall observe best practice and the highest level of professional standards and business ethics expected of service providers. We shall not attempt to supplant a competitor, or win work, on the basis of interpretation of the Building Regulations.
- The principle of the Building Control function being clearly independent shall not be compromised.
- Prime Construction Consultants Ltd adopt the following relevant Codes of Conduct:
 - *Code of Conduct for Approved Inspectors – CIC June 2011*
 - *Building Control Performance Standards - DCLG July 2014*
 - *Rules of Conduct for Firms (Version 5) – RICS January 2012*
 - *Building Control Alliance - Initial Notice Protocol March 2010*

9. Complaints procedure

- Prime Construction Consultants Ltd operates and maintains an appropriate complaints procedure and will make this available on request. If a person is dissatisfied with the Building Control service they receive they can complain to Prime Construction Consultants Ltd where it will be investigated fairly, transparently and in a manner that can be independently audited.
- A copy of the complaints procedure may be viewed by emailing pcc@primbc.co.uk.

[NB. Please note 'in writing' in this policy refers to both electronic and paper communication methods]