

# **Building Control**

## **Service Plan**

**2010 – 2011**



**BALLYMONEY**  
BOROUGH COUNCIL

# **Building Control Service Plan 2010/2011**

## **Section 1 - Introduction**

### **1.1. Links to Corporate Plan**

The Council's mission and values and principles have been developed to guide our department and the services we provide. The Council's mission is:

**“To improve the quality of life for the citizens of Ballymoney Borough.”**

#### **Core Values**

The Council has developed the following core values to underpin its mission and guide the Council in its business:

<b>Equality</b>	All stakeholders treated fairly, while respecting their different needs.
<b>Partnership</b>	Willing to collaborate internally and externally to achieve its goals.
<b>Innovation</b>	We will embrace innovative and enterprising ways of meeting the need of our citizens.
<b>Accountability</b>	We will operate in a transparent way, reporting openly to our stakeholders on performance against targets on an annual basis.
<b>Value for Money</b>	We will promote quality services that meet the expectations of our customers, at an affordable cost.

### **1.2. Services**

The following services are provided: -

- Assessment and approval of plans submitted under the Building Regulations (NI) 2000
- Inspection of building work on site
- Provision of information for Property Certificate enquiries
- Naming and numbering of roads and properties
- Reporting on dangerous buildings
- Providing advice on Building Regulations and associated matters.
- Enforcement under *the Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008.*

## **Section 2 - Achievements (2008 – 2009)**

### **2.1. Workload**

The following statistics give some indication of workload:-

<b><u>Workload for period 1 April – 31 March</u></b>	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
Full Plans Applications approved	270	246	270	161	242
Building Notices approved	112	127	140	143	105
Regularisation Certificate Applications approved	25	37	24	6	6
Completion Certificates issued	454	434	349	238	217
Inspections carried out	4598	2831	2756	2416	1711
Postal Numbers allocated	347	207	143	65	52
Property Certificates processed	671	864	977	568	282
Building projects commenced	635	570	552	435	280
Building projects completed	532	459	402	248	222

### **2.2. Budgetary Performance**

The Service's income and expenditure for 2008/09 were as follows:-

<b>Expenditure</b>	<b>Income</b>	<b>Net Cost of Service</b>
<b>£272,584</b>	<b>£169,410</b>	<b>£103,174</b>

The net budget for the year, as included in the Rates Estimates, was **£58,834**. The Service therefore cost **£44,340** more than budget.

### **2.3 Best Value Performance Indicators**

See Appendix 1.

### **2.4 Associated Working Arrangements**

The Service, in carrying out its functions, worked along with various statutory agencies and other bodies, including:-

- Northern Ireland Fire and Rescue Service
- Planning Service
- Northern Ireland Housing Executive
- Land and Property Services
- Environment and Heritage Service
- Department of Finance and Personnel
- Construction Employers Federation
- National House Building Council

In addition, the Service co-ordinates its operations with those of other Councils through:-

- The Northern Group Building Control Committee
- The Northern Group Building Control Liaison Team
- The Building Control Executive Committee and associated technical panels

## **Section 3 - 2010 – 2011**

### **3.1 Budget**

<b>Proposed Expenditure</b>	<b>Proposed Income</b>	<b>Proposed Net Cost of Service</b>
<b>£260,519</b>	<b>£142,500</b>	<b>£118,019</b>

## **3.2 Work Initiatives**

### **Enforcement of Building Regulations**

- Deliver the Council's statutory Building Regulation function in accordance with the Borough Building Control Service Plan, within the staffing constraints imposed by budgeted expenditure.
- Improve plan assessment response times to target levels for 50% of both domestic and non-domestic Full Plans applications.
- Complete programme of improvement measures in line with the recommendations of Internal Audit.

### **Street Naming and Postal Numbering**

- Process applications for bi-lingual street nameplates made under Council's recently adopted policy on Street Naming and Postal Numbering.
- Continue to encourage developers to submit proposals for naming of new developments at as early a stage as possible.
- Complete improvement measures in Street Naming record management in line with the recommendations of Internal Audit.

### **Property Vacancy Inspections**

- Implement a process for carrying out vacancy inspections on behalf of Land and Property Services to facilitate updating of the LPS rating database.

## **3.3 Standards of Service to be provided**

Listed below are the standards of service delivery that we will work to. In all cases, the expression "days" refers to calendar days.

### **Registration of Full Plans Building Regulation Applications**

- Assess fees within 7 days of receipt of application
- Register and acknowledge receipt of valid application (with correct fee) within 3 days.

### **Building Notice Applications**

- Assess fees within 4 days of receipt of application
- Issue acknowledgement of Building Notice within 3 days of confirming that application is valid.

### **Regularisation Certificate Applications**

- Carry out inspections on site and issue Regularisation Certificate, or detailed response if work contravenes Building Regulations, within 7 days of receipt of application.

## **Building Regulations Full Plan Applications – Assessment of Plans**

- Plans for dwellings and other domestic work to be assessed and first response issued within 21 days of receipt of valid application.
- Plans for non-domestic work to be assessed and first response issued within 35 days of receipt of valid application.
- Amended plans when re-submitted to be re-assessed within 14 days

## **Pre-Application Consultations**

- Provide facilities for meetings with Designers, Developers, Builders and others to discuss proposed building work in advance of formal applications under Building Regulations being made.

## **On-Site Inspections**

- Respond to inspection notices on the same day, if received before 10.30 a.m. or within 1 day if received after 10.30 a.m.
- Respond to notices to inspect on completion of the works within 5 days.
- Issue Completion Certificates, if the work has been completed in accordance with Building Regulations and Inspection Fee has been paid, within 7 days of final inspection.
- Provide, by arrangement, on-site inspections outside normal working hours.

## **Property Certificate Applications**

- Respond to Property Certificate applications within 7 days.

## **Budgetary Control**

- Net Expenditure not to exceed budget.

## BEST VALUE PERFORMANCE INDICATOR TABLES

## Building Control Indicators 2008/09

<b>Council</b>	<b>BC/1</b>	<b>BC/2</b>	<b>BC/3</b>	<b>BC/4</b>	<b>BC/5</b>
<u>Antrim</u>	69%	64%	88%	127%	80%
<u>Ards</u>	55%	86%	69%	123%	96%
<u>Armagh</u>	72%	83%	81%	78%	79%
<u>Ballymena</u>	44%	64%	65%	64%	68%
<b><u>Ballymoney</u></b> *	<b>21%</b>	<b>18%</b>	<b>89%</b>	<b>82%</b>	<b>62%</b>
<u>Banbridge</u>	87%	79%	N/A	N/A	79%
<u>Belfast</u>	88%	88%	75%	122%	82%
<u>Carrickfergus</u>	19%	24%	100%	147%	73%
<u>Castlereagh</u>	87%	88%	86%	166%	81%
<u>Coleraine</u>	<b>68%</b>	<b>62%</b>	<b>89%</b>	<b>92%</b>	<b>55%</b>
<u>Cookstown</u>	100%	100%	92%	125%	76%
<u>Craigavon</u>	88%	100%	86%	92%	77%
<u>Derry</u>					
<u>Down</u>	61%	61%	56%	100%	68%
<u>Dungannon</u>	87%	81%	89%	117%	89%
<u>Fermanagh</u>	85%	80%	90%	99%	101%
<u>Larne</u>	63%	86%	26%	125%	31%
<u>Limavady</u>	<b>91%</b>	<b>95%</b>	<b>95%</b>	<b>93%</b>	<b>53%</b>
<u>Lisburn</u>	99%	100%	96%	127%	102%
<u>Magherafelt</u>	46%	40%	95%	197%	103%
<u>Moyle</u>	<b>92%</b>	<b>89%</b>	<b>94%</b>	<b>98%</b>	<b>62%</b>
Newry & Mourne	60%	84%	50%	85%	84%
<u>Newtownabbey</u>	95%	90%	86%	98%	57%
<u>North Down</u>	61%	79%	70%	83%	66%
<u>Omagh</u>	67%	68%	61%	78%	47%
<u>Strabane</u>	95%	100%	88%	100%	55%
<b><u>NI AVERAGE</u></b>	<b>72%</b>	<b>76%</b>	<b>80%</b>	<b>109%</b>	<b>90%</b>

- BC/1** Percentage of domestic full plan applications receiving a first assessment within 21 days from date of receipt.
- BC/2** Percentage of non-domestic full plan applications receiving a first assessment within 35 days from date of receipt.
- BC/3** Percentage of resubmissions (amended plans/information) assessed within 14 days.
- BC/4** Number of completions per annum/ Number of commencements per annum expressed as a percentage.
- BC/5** Percentage cost recovery of the Building Regulations Service.

\* Ballymoney data not included in official published Government P I Tables