

BOROUGH SERVICES DIRECTORATE

***BUILDING CONTROL SERVICE  
PLAN  
2011/2012***



**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 (2009 – 2010)**

### **2.1. Workload**

The following statistics give some indication of workload:-

<b><u>Workload for period 1 April – 31 March</u></b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>
Full Plans Applications approved	246	270	161	242	166
Building Notices approved	127	140	143	105	71
Regularisation Certificate Applications approved	37	24	6	6	12
Completion Certificates issued	434	349	238	217	243
Inspections carried out	2831	2756	2416	1711	1611
Postal Numbers allocated	207	143	65	52	5
Property Certificates processed	864	977	568	282	281
Building projects commenced	570	552	435	280	321
Building projects completed	459	402	248	222	255

### **2.2. Budgetary Performance**

The Service's income and expenditure for 2009/10 were as follows:-

<b>Expenditure</b>	<b>Income</b>	<b>Net Cost of Service</b>
<b>£244,456</b>	<b>£157,331</b>	<b>£87,125</b>

The net budget for the year, as included in the Rates Estimates, was **£102,024**.

The Service therefore cost **£14,899** less 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 - 2011 – 2012**

### **3.1 Budget**

<b>Proposed Expenditure</b>	<b>Proposed Income</b>	<b>Proposed Net Cost of Service</b>
<b>£260,062</b>	<b>£140,000</b>	<b>£120,062</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.

### **Energy Performance of Buildings Regulations**

- Implement a process for carrying out enforcement under the *Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008*, working in conjunction with the EPB Team.

## **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 2009/10

<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>	90%	75%	85%	118%	92%
<u>Ards</u>	63%	86%	80%	90%	74%
<u>Armagh</u>	96%	98%	83%	66%	76%
<u>Ballymena</u>	30%	35%	63%	78%	49%
<b><u>Ballymoney</u></b> *	<b>25%</b>	<b>21%</b>	<b>74%</b>	<b>80%</b>	<b>64%</b>
<u>Banbridge</u>	93%	85%	42%	65%	95%
<u>Belfast</u>	92%	95%	84%	125%	82%
<u>Carrickfergus</u>	57%	59%	68%	125%	55%
<u>Castlereagh</u>					
<u>Coleraine</u>	<b>59%</b>	<b>73%</b>	<b>85%</b>	<b>88%</b>	<b>53%</b>
<u>Cookstown</u>	100%	100%	98%	74%	77%
<u>Craigavon</u>	98%	99%	88%	94%	69%
<u>Derry</u>					
<u>Down</u>					
<u>Dungannon</u>	98%	93%	79%	99%	74%
<u>Fermanagh</u>	95%	80%	95%	70%	140%
<u>Larne</u>	100%	100%	98%	104%	62%
<u>Limavady</u>	<b>93%</b>	<b>93%</b>	<b>96%</b>	<b>67%</b>	<b>51%</b>
<u>Lisburn</u>	99%	100%	96%	102%	92%
<u>Magherafelt</u>					
<u>Moyle</u>	<b>91%</b>	<b>100%</b>	<b>95%</b>	<b>62%</b>	<b>60%</b>
<u>Newry &amp; Mourne</u>	81%	93%	84%	70%	79%
<u>Newtownabbey</u>	88%	95%	83%	108%	46%
<u>North Down</u>	71%	84%	79%	89%	73%
<u>Omagh</u>	71%	72%	59%	62%	65%
<u>Strabane</u>	100%	100%	97%	83%	40%
<b><u>NI AVERAGE</u></b>	<b>81%</b>	<b>83%</b>	<b>82%</b>	<b>87%</b>	<b>71%</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