

CAPITAL & INFRASTRUCTURE BUILDING CONTRACT DIRECTIVE

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REFERENCE

OBTAINING BUILDING CONTROL SERVICES

1. Generally

For projects where Building Regulation Approval is required, WSCC will require quotations for this service. The "Initiator" may be the WSCC Project Manager, Consultant or Contractor, as defined within the scope of the project.

2. Procedure

2.1 Quotations will be sought from at least 2 organisations acting as Approved Inspectors **AND** from Sussex Building Control, the Local Authority Building Control Service, co-ordinated and run by Horsham District Council (contact building.control@horsham.gov.uk).

2.2 In all cases quotations shall be sought using form E366.

Form E366

2.3 Quotations shall be returned to the Initiator and a record kept of the quotations received. This record shall be available for inspection by WSCC upon request.

2.4 The person initiating the quotations should, unless the procurement process requires direct appointment of the BCO by the initiator, forward a recommendation to WSCC for the appointment of the successful Building Control Service, complete with all quotations.

2.5 When completing Form E366, item 6, indemnity may be disregarded by the nature of this statutory service.

2.6 Form E366 should, as a minimum, be completed as follows:

NOTE:

THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS.

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| 2.6.1 | State the duration of contract/design process, the estimated construction value, with intended Building Regulation Submission date, and date for practical completion |£ |
| 2.6.2 | State the detail of the requirement for pre-submission advice, in terms of estimated consultations and attendance at design meetings |£ |
| 2.6.3 | Request the fixed fee for plan inspection |£ |
| 2.6.4 | Request the fixed fee for site inspections |£ |
| 2.6.5 | Request any cost for the issue of Building Regulation Approval |£ |
| | Total Fee |£ |
- 2.7 The Building Control Service is regulated by statute and is therefore considered to be a standard service. Evaluation of the quotations shall therefore be on price alone. Any departures or qualifications in terms of service provision, or the quotations delivered, should be brought to the attention of the WSCC Project Manager.
- 2.8 Unsuccessful providers of quotations shall, upon confirmation of the successful BC Service, be notified using standard letter E007. This will normally be undertaken by the Project Manager, unless the initiator of the quotation is directed otherwise.
- 2.9 The performance of the appointed Building Control Service shall be measured by the service users with the following criteria:
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| 2.9.1 | Adherence to quotation costs |
| 2.9.2 | Responsiveness to queries and attendance at meetings |
| 2.9.3 | Ability to find solutions to issues |
| 2.9.4 | Attendance for requested site inspections |
- 2.10 Submit performance report to the Project Manager at Practical Completion

CONCLUSION