



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

NCS Property Consultants Limited
Craig Baldwin
The Exchange
19 Newhall Street
Birmingham
B1 3PJ

**Cherwell District Council
Building Control Service**

PO Box 27, Banbury, Oxfordshire, OX15 4BH

Tel: 01295 227006

Email: building.control@cherwell-dc.gov.uk

Please ask for: **Building Control**

Phone: **01295 227006**

Email: **Building.control@cherwell-dc.gov.uk**

BC Ref: **21/01113/FP**

Letter Ref. L01v1

27 September 2021

Dear Sir/ Madam

The Building Regulations 2010 – Full Plans Application

Location: Marks & Spencer, Castle Quay, 36 Bridge Street, Banbury, OX16 5PN

Proposed Works: Strip out works and office fit out to include but not limited to new finishes, new heating/cooling system, new mechanical ventilation, new electrical installations and new sprinkler works to form new office space within part of the former M&S store.

We acknowledge receipt of your Full Plans Application and fee in the sum of £1150.00.

We will examine your proposals and if we have any technical comments, we will get back to you. If there are no comments, we will write to you saying that the application is approved.

If we believe your proposal may be over or near to a public sewer, we will consult the relevant Water Company. They will inform us if their assets are affected and what they will require you to do to protect them. For further information see www.planningportal.co.uk.

For information, even if we issue an approval under the Building Regulations you may still also require Planning Consent. If you require advice about that please contact the Council's Development Management Team or visit www.planningportal.co.uk

Please quote the above reference on all future communications regarding your Building Regulations application.

Yours faithfully

Tony Brummell
Building Control Manager

Building Control

Inspection Information

The Building Act 1984
The Building Regulations

INSPECTIONS REQUIRED

The person carrying out the building work should notify the Council at certain stages of work.

STAGE OF WORK	Notice Required
1. Commencement	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
2. Excavation of foundations	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
3. Material laid over site	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
4. Damp-proof course laid	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
5. Drain ready for inspection and test	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
6. Drain backfilled and ready for test	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
7. Occupation of the building	24 hours (Formal notice, but please see 'Arranging Inspection' details below)
8. Final completion	within 5 days
As well as these inspections, the Council aims to carry out a series of intermediate inspections on elements such as floor joists and roof timbers. For this reason, it would be appreciated if you would notify us when you reach these stages.	
ARRANGING INSPECTION	
To arrange an inspection, telephone the Council before 10am and arrangements will be made for a Site Surveyor to call at the Site that day. Please be prepared to give the following information:	
1. Reference No. (if known)	
2. Address of the Site	
3. Builder's Name, Address and Telephone Number (1st Inspection only)	
4. The work requiring inspection	
5. When the work will be ready for inspection	
To obtain technical advice or request an inspection, telephone Building Control on 0300 003 0200 between 8.45am and 5.15pm. There is an answerphone messaging service outside of normal office hours.	