

Appendix 2

Procedure for Applying for Local Authority Building Control (LABC) Support

1. Determine the Type of Work

Confirm the scope of work involved:

- New build, extension, structural alteration, change of use, drainage, fire safety, or accessibility.
- Determine if a Full Plans submission or Building Notice is appropriate.
- If the University requires BC, a BR PD is required.

2. Decide Who Will Oversee Building Control

Choose from two Building Control options:

- A. Local Authority Building Control (LABC) – typically via Liverpool City Council.
[Liverpool Planning and Building Control](#)
- B. Approved Inspector – a private Building Control provider registered with the Building Safety Regulator.

Note: Submit an Initial Notice to the local authority when using an Approved Inspector.

3. Choose the Application Type

There are two main application types:

- **Full Plans:** Submit detailed drawings and receive formal approval.
- **Building Notice:** Suitable for minor works; no prior approval.

4. Prepare and Submit the Application

Full Plans submissions typically require:

- Scaled drawings (plans, elevations, fire strategy).
- Material and specification details.
- Structural calculations (if needed).
- Risk assessments and method (fire, accessibility, drainage, etc.).

Complete application form and appropriate fee. Submit to either the Local Authority portal or the Approved Inspector's online system.

5. Respond to Plan Checks

Building Control will review submissions and may request revisions. Plans must be updated to satisfy Building Regulations before formal approval is granted.

6. Site Inspections and Work Commencement

Notify Building Control at key construction stages:

- Start of works
- Foundations
- Structural alterations
- Drainage installation
- Completion

7. Completion and Certification

Upon satisfactory final inspection, Building Control will issue a Completion Certificate. This must be stored with Estates Services compliance records and with fire safety documentation.