

South Staffordshire Council & Lichfield District Council Local Land Charges Partnership
CHARGING SCHEME - ACCESS TO BUILDING CONTROL INFORMATION

This document explains how to access Building Control information under the Environmental Information Regulations 2004 (EIR). All requests under these Regulations are dealt with as soon as possible within 20 working days.

EIR overrules the Freedom of Information Act (FOI). No request for 'Environmental Information' can be made under the FOI, it must be made under the EIR.

'Central Building Control Partnership' register.

This is a series of data bases and case file documents (but not a public register) of building regulations related information held on behalf of the following Councils in the building control partnership:

- Lichfield District Council
- North Warwickshire Borough Council
- South Derbyshire District Council
- South Staffordshire District Councils
- Tamworth Borough Council
- *Nuneaton & Bedworth Borough Council (See note below)

All enquiries (except those marked *) – email landcharges@lichfielddc.gov.uk

Inspecting Building Control information

- The Building Control register is not publically available. Information held on the register and on the files contains personal and sometimes sensitive information.
- The Building Control files and systems contain some environmental information and the Council is fully aware of its responsibilities under the EIR and provides staff resource to supply environmental information.
- Arrangements and resource have been put in place to ensure that the relevant information is supplied.

Suspected errors or omissions discovered within the information supplied

- Everything reasonably possible is done to ensure the electronic data we hold is accurate. However, it is possible that people may suspect there are errors or omissions in the data.
- The Council welcomes any feedback and would like all suspected errors or omissions to be raised for investigation.
- There are no staff available on standby to deal with suspected errors discovered. All errors will need to be reported to, and investigated by the relevant Data Custodian.
- The Data Custodian will investigate and confirm that the data is correct.
- Where data is found not to be correct the Data Custodian will inform the enquirer when the repaired data is ready for inspection.
- The contact details for the Data Custodian is provided below. There is no charge for this service. Investigations will be carried out as soon as possible and within 20 working days.

**Nuneaton & Bedworth Borough Council*

To access Building Control information held on behalf of Nuneaton & Bedworth Borough Council - Refer to the following webpage for instructions

https://www.nuneatonandbedworth.gov.uk/info/20029/local_land_charges/25/local_land_charges/2

Frequently asked questions

This applies to environmental information relating to Building Control for building work located at:

- Tamworth Borough Council work from 2009
- South Staffs District Council from 2002
- Lichfield District Council from 1998
- North Warwickshire Borough Council from 1998
- South Derbyshire District Council from 1998

FAQ	CONTACT	COST
BUILDING REGULATIONS		
Which of the following relating to the property have been granted, issued or refused or (where applicable) are the subject of pending applications or agreements -		
Building Regulations approval;	landcharges@lichfielddc.gov.uk	£8.00
A Building Regulation completion certificate;		
Any Building Regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?		
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:- building works;	landcharges@lichfielddc.gov.uk	£1.50
Has a local authority authorized in relation to the property any proceedings for the contravention of any provision contained in building regulations?	landcharges@lichfielddc.gov.uk	£1.50
OTHER BUILDING CONTROL ENQUIRIES		
For supplying Building Regulation environmental information other than listed above	landcharges@lichfielddc.gov.uk	£22.10 per hour or part thereof.

Contact Information for Data Custodians

Please email the address below with the details of your enquiry about the register. The relevant data custodian will investigate and respond as soon as possible and within 20 days.

Building Control Data	Central Building Control Partnership	info@centralbc.org.uk
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The Environmental Information Regulations (EIR) provide councils with a duty to make environmental information available. The duties of councils are such that they hold lots of environmental information, collected over the years for many different purposes. Where the councils are required to hold 'Public Registers' these are available to the public for inspection at no charge. The EIR permits a fee to be charged for supply of information where information is not held on a public register. Fees are charged entirely on a not-for-profit basis and do not include costs associated with the IT systems used by councils. Further information on how the charges are calculated is set out in the calculation below.

Fees are charged at a rate of £22.10 per hour. This includes the cost of salaries and all overheads. However, it does not include the costs associated with the IT systems, supplies and services.

Fees listed in the table above relate to a single residential property address. For requests for information on a plot of land, or larger commercial site, fees will be charged at the 'Other Enquiry' rate.

Exemptions from fees

The council will consider reducing or removing the fee for individuals who can demonstrate they are unable to pay the fee. For example, jobseekers, pensioners and those receiving disability benefits who can't work may apply for this exemption.

Further information is available at landcharges@lichfielddc.gov.uk.

Payment of fees

We reserve the right, under the EIR to require fees paid up front. However, regular business users of the service are encouraged to open a business account. Account holders are invoiced at the end of each month. Further information is available at landcharges@lichfielddc.gov.uk.

Payment of individual searches can be on-line, Bacs (Takes 3 days) or card.

We are unable to accept cash.

When making your request please be clear what information you require to enable the correct fee calculation.

Further Advice

- The more specific the question, the faster we can respond.
- Referring to Official CON29 question numbers is acceptable.
- Avoid general statements such as 'provide the building regulation history' as this could take a great deal of officer time and would fall outside the set fees.
- Where information other than in the set fees is required to be supplied we will provide a quote for that work for agreement prior to commencing the work.

Calculation of charge

The charge calculation was based on an average of 100 requests for information on residential property. The charging calculation is set out below:

<u>Typical Employee Band D</u>		
Employee Salary (inc. NI/Suppn)	£14,540.00	
Premises	£0.00	
Supplies & Services	£0.00	
Third Party Payments	£1,470.00	
Capital Charges & ICT	£0.00	
Support Services	£5,970.00	
Total Expenditure	£21,980.00	
Productive Hours	995	
Hourly Rate	£22.10	
<u>Average time to supply information from the Building Control register.</u>		
<u>Question</u>	<u>Time</u>	<u>Cost</u>
Building Regulations approval;	13 mins	£4.80
A Building Regulation completion certificate;	4.5 mins	£1.60
Any Building Regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme?	4.5 mins	£1.60
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this Schedule:— building works;	4 mins	£1.50
Has a local authority authorized in relation to the property any proceedings for the contravention of any provision contained in building regulations?	4 mins	£1.50
		£11.00