

08/10/2025

Lydia Prentice Challis
27 Bridge Street
Wye
Ashford
Kent
TN25 5ED

OUR REF: BC/2025/0382

Dear Ms Prentice Challis

Single storey rear and side extension including raising of flat roofs and incorporating rooflights at 27 Bridge Street Wye Ashford Kent TN25 5ED

LSE Building Standards Ltd have been asked to act as your Building Control provider for the above-detailed scheme. Please find attached a copy of the Local Authority acceptance letter for your records.

I can also confirm that our records show that Wyndham Jordan Architects will be the Principal Designer and you will inform us of the Principal Contractor before work starts on site. Please see the guidance below that outlines the responsibilities of these roles. If this information is incorrect, please notify us within 14 days of receipt of this letter.

Please note: If at any time after the work commences, the appointed Principal Designer and or Principal Contractor are no longer involved in the project, the Client must notify LSE Building Standards Ltd in writing of the full contact details and date of appointment of the newly appointed person/s within 14 days of the previous appointed person/s resignation. If this information is not given to us this will affect you receiving the final certificate.

LSE Building Standards Ltd will undertake the below work to ensure your project meets the required minimum standards.

1. Undertake various inspections throughout the project and report these back if any issues are non-compliant. These include but are not limited to,
 - a) Foundations
 - b) Oversight
 - c) Structural frame beams/ lintels and roof

- d) New drainage
- e) Final inspection
2. Undertaking a consultation with the necessary statutory bodies.
3. Technical audit if the design and liaison with your agent where required.
4. Issue a final certificate on satisfactory completion of the work to the Local Authority.

Important Information

We will require additional information before work starts on site:

- 2 days before work starts on site, you must notify us of the '**Start Date**'.
- The Building Regulations now require a formal '**Commencement Date**' to be given. This is defined where the work reaches a substantial level. For example, for an extension, it would be the ground floor slab has been installed. In other cases, this must be agreed with the Building Control Inspector. The notice must be given within 5 days of reaching that stage.
- If the Principal Contractor is not known at this stage, you will be required to notify us of the appointed person before work commences on site of their name, address, contact number and email address.

Please update us on the progress of your project at least once every 42 days. This ensures that we receive all the relevant information regarding your project and enables us to arrange the necessary inspections to view the project on site as it progresses. An update could be a phone call, email to admin@lasebc.co.uk or an inspection (if you have reached one of the stages on your inspection Notification Framework under point 1 of this letter). If we don't hear from you for 42 days we will get in touch via email for an update.

Upon Pre-completion

In addition to the usual commissioning and pre-completion information, all Building Control Bodies will require a "Compliance Declaration". This may be one or several documents, but each Dutyholder should provide a compliance statement for their responsible work.

- Client Compliance Declaration
- Principal Designer Compliance Declaration
- Principal Contractor Compliance Declaration.

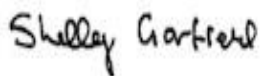
Building Regulation 20

LSE Building Standards does not approve works covered under a Competent Person's Schemes. These are excluded from our Initial Notice and certified by the Installer. This includes works such as electrics, gas fitting and installation of solid fuel appliances. More details can be found at the competent person's website: www.competentperson.co.uk It is important you acquire a certificate from your registered installer for these works that relate to your project as, unfortunately, without seeing a copy of the certificate, LSE will be unable to issue the completion certificate.

We will communicate with you directly throughout the project if any significant issues arise. Please familiarise yourself with our terms and conditions on our website www.lasebc.co.uk.

If you wish to discuss any matters further, please do not hesitate to contact the office.

Yours sincerely,



Mrs Shelley Garfield
Executive Assistant to the Managing Director & QA Auditor
For LSE Building Standards Ltd

Important update for Clients, Designers and Builders

CHANGES TO THE BUILDING REGULATIONS OCTOBER 2023

INFORMATION FOR DUTYHOLDERS

BACKGROUND AND WHAT HAS CHANGED

The Government has published amendments to the Building Regulations, which will apply to all applications for building control consent from 1 October 2023.

In addition, the Government has formed a new regulatory body within the Health and Safety Executive (HSE) called the Building Safety Regulator (BSR). The BSR will oversee many aspects of building safety, including Building Regulations and Building Control.

If you, or someone on your behalf, have submitted a building control application, you have new legal responsibilities from 1 October 2023 as a Client, Designer or Contractor. **You must follow these legal procedures** so that your building control application can be considered.

If you do not follow the procedures prescribed for your role, it will result in your application being rejected or reverted to local council building control, which will require the same information.

NOTIFICATION OF DUTYHOLDERS

The Client must give notification to LSE Building Standards Ltd when they appoint a Principal Contractor (or Sole Contractor) or a Principal Designer (or Sole Designer)

The notice must be given to LSE Building Standards Ltd and include,

- The name, address, telephone number and email address of the Dutyholder (PC or PD or both).
- If the appointment is a change of Dutyholder (PC or PD or both), the name, address, telephone number and email address of the previous Dutyholder (PC or PD or both) and the date their appointment ended.
- If the notice is given on behalf of the client, a signed statement from the client that they agree to the notice being given and that the information in the notice is correct.

Where the client is a Domestic Client, the relevant notices must be given to LSE Building Standards Ltd by the PC or PD and include a statement that the notice is given on behalf of a Domestic Client. Please click on link for further information relating to the PD and PC dutyholder roles <https://www.lsebs.co.uk/wp-content/uploads/2024/07/Building-safety-competence-information-for-principal-contractors-and-principal-designers-1.pdf>

WHAT IS DEEMED COMMENCEMENT OF WORK

Notice before starting work and notice when work is deemed “commenced.”

To serve the Initial Notice, the client must advise LSE Building Standards Ltd of the date when it is proposed that sufficient work will have been carried out to deem the work as “commenced”.

Where work does not involve foundation or substructure works, the client must state what they consider will amount to 15% of the work described in the Initial Notice.

Work being deemed as commenced is,

- For the construction of a complex building,
- work is to be regarded as commenced concerning that building or the first stage of building work when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.
- Where the work consists of (a) the construction of a building that is not complex or (b) the horizontal extension of a building,
- work is to be regarded as commenced when the sub-surface structure of the building or the extension, including all foundations, basement levels (if any) and the structure of the ground floor level, is completed.
- Where the work consists of any other building work, then work is to be regarded as commenced when the initial work is completed (“initial work” means the work set out in the initial notice, which the client considers amounts to 15% of all the work described in the initial notice)

After three years, the Initial Notice will automatically cease to have effect unless sufficient work (as above) has been carried out to deem the project commenced AND the client has given written notice to the Approved Inspector.

Dutyholders

Regulations made under the Building Safety Act define new Dutyholders who will have specific duties in relation to ensuring that building work complies with the Building Regulations.

They are key roles (whether fulfilled by individuals or organisations) assigned specific responsibilities at particular phases of the building life cycle.

Client	Domestic Client
<p>Definition: Client means any person for whom a project is carried out.</p> <p>Duties of a Client</p> <ul style="list-style-type: none"> ➤ To ensure suitable arrangements for planning, managing, and monitoring building work to ensure compliance with the Building Regulations. ➤ Ensure that these arrangements are maintained throughout the life of the project. ➤ Must take all reasonable steps to ensure any designers or contractors they appoint are competent to carry out the work they are being appointed to do. ➤ Give a minimum of two days' notice to the Approved Inspector for work starting. 	<p>Definition: Domestic Client means a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.</p> <p>Duties of a Domestic Client</p> <ul style="list-style-type: none"> ➤ To ensure suitable arrangements are made for planning, managing, and monitoring building work to ensure compliance with the Building Regulations ➤ Ensure that these arrangements are maintained throughout the life of the project. ➤ Must take all reasonable steps to ensure any designers or contractors they appoint are competent to carry out the work they are being appointed to do. ➤ NB – the Contractor / Principal Contractor must carry out the above duties unless the Domestic Client agrees in writing that the Principal Designer shall carry out these duties.

Designers	Principal Designers
<p>Definition: Designer means any person (including a client, contractor or other person) who in the course of a business, (a) carries out any design work, or (b) arranges for, or instructs, any person under their control to do so.</p> <p>Duties of a Designer</p> <ul style="list-style-type: none"> ➤ Plan, manage, and monitor design work to ensure it complies with Building Regulations if built accordingly. ➤ Collaborate with the client, other designers, and contractors to ensure compliance with Building Regulations. ➤ Only begin design work if the client understands their responsibilities. ➤ Ensure that the design complies with Building Regulations. ➤ Provide adequate information about the design, construction, and maintenance to enable compliance. ➤ If working on a portion of the design, consider other design work and report compliance concerns to the Principal Designer. ➤ Advise the Principal Designer or the Client if the work they're designing is considered Higher-Risk building work. 	<p>Definition: The Principal Designer is the designer appointed under regulation 11D (Principal Designer and Principal Contractor) to carry out the responsibilities of a Principal Designer according to these Regulations.</p> <p>Duties of a Principal Designer</p> <ul style="list-style-type: none"> ➤ Plan, manage, and oversee design work during the design phase. ➤ Coordinate design-related matters to ensure that if construction follows the designs, it complies with Building Regulations. ➤ Ensure all Dutyholders collaborate with each other. ➤ Ensure designers align their designs so that construction following these designs meets Building Regulations ➤ Ensure designers fulfil their duties. ➤ Communicate and collaborate with the Principal Contractor. ➤ Consider input from the Principal Contractor regarding compliance with Building Regulations. ➤ Assist the client in providing information to designers. ➤ Review the arrangements made by any previous Designer.

Contractor	Principal Contractor
<p>Definition: A contractor is anyone (excluding domestic clients) who, in their business, performs, manages or oversees building work.</p> <p>Duties of a Contractor</p> <ul style="list-style-type: none"> ➤ Plan, manage, and oversee building work to ensure compliance with Building Regulations if the building work follows that design. ➤ Collaborate with the client, designers, and other contractors to ensure compliance with Building Regulations if the construction adheres to the design. ➤ Only initiate design work after ensuring the client understands their responsibilities. ➤ Ensure that the building work they perform meets Building Regulations. ➤ Provide appropriate supervision, information, and instruction to workers to comply with Building Regulations. ➤ Offer enough information about the work to enable the client, other designers, and contractors to comply with Building Regulations. ➤ When handling some of the building work, consider other construction aspects and report compliance concerns to the Principal Contractor. ➤ Provide advice to the Principal Contractor or the client regarding whether any work is considered Higher-Risk building work. 	<p>Definition: The Principal Contractor is the contractor chosen to carry out the responsibilities of a Principal Contractor under these Regulations when multiple contractors are involved.</p> <p>Duties of a Principal Contractor</p> <ul style="list-style-type: none"> ➤ Plan, manage and oversee building work during the construction phase. ➤ Coordinate matters related to building work to ensure compliance with Building Regulations. ➤ Ensure all Dutyholders collaborate with one another. ➤ Coordinate all building work to ensure it adheres to Building Regulations. ➤ Ensure contractors fulfil their duties. ➤ Communicate and collaborate with the Principal Designer. ➤ Take into account comments from the Principal Designer regarding compliance with Building Regulations. ➤ Assist the client in providing information to contractors. ➤ Review the arrangements made by any previous Principal Contractor.

