



**Building Control Services**  
Craven District Council  
1 Belle Vue Square  
Broughton Road  
SKIPTON  
North Yorkshire  
BD23 1FJ

Lark Architects Ltd  
Summit House  
Riparian Way  
The Crossings  
Crosshills  
Nr Keighley  
West Yorkshire  
BD20 7BW

**Officer Dealing:** Mr Andrew Allott  
**Contact No:** 01756 706441  
**Email:** buildingcontrol@cravendc.gov.uk  
**Our Ref:** BC/2018/08961/OTHFP

Date: 21st March 2018

Dear Mr Robert Kaminski

**Application Number:** BC/2018/08961/OTHFP  
**Proposal:** First floor rear infill extension.  
**Location:** 15 Station Road, Cross Hills, Keighley, BD20 7DT

Thank you for your full plans application in respect of the above address and fee of £119.62 (incl VAT). I can confirm that your application was registered with this Council on 21st March 2018 and will be appraised in due course.

In accordance with Regulation 15 you are required to notify this Council of certain stages of building work associated with your application.

Not all the inspections listed below may be applicable to your application. The minimum time period for notifying the Council is referred to in brackets.

Requests for inspections should be made no later than 16:00 hours on the day prior to you requiring your inspection. Requests received after 16:00 hours cannot be guaranteed. I am your inspecting officer, please ring me on the above telephone number to arrange an inspection.

1. Commencement of works (not less than 48 hours prior to commencement).
2. Excavations prior to concrete (not less than 24 hours prior to concreting).
3. Foundation concrete (not less than 24 hours prior to backfilling).
4. Oversite prior to concrete (not less than 24 hours prior to concrete).
5. Damp proof course (not less than 24 hours prior to backfilling).
6. Drainage prior to backfilling (not less than 24 hours prior to backfilling).
7. Drainage after backfilling (not more than 7 days after backfilling).



Paul Shevlin, Chief Executive  
Calls may be recorded for training and monitoring purposes  
For general enquiries telephone 01756 700600  
[www.cravendc.gov.uk](http://www.cravendc.gov.uk)



  
If you would like this information in a way which is better for you, please telephone 01756 700600.

8. Occupation, or part thereof (not less than 5 days before occupation).
9. Completion of building works (not more than 5 days after completion of works).

## **Inspection Fees**

Upon commencement of works on site you will be invoiced for the fee to cover the inspections.

The inspection fee due upon commencement of works on site will be £381.12 plus VAT. If you have over/under paid your plan fee, the inspection fee will be amended accordingly.

Please note that building works must commence within 3 years of the deposit of the application.

If the proposed work involves development requiring planning permission, then **work must not be started before planning permission has been obtained**. If you are in any doubt, contact the Development Control Section at the above address.

## **IMPORTANT NOTICE**

### **Private Sewer Transfers**

From 1<sup>st</sup> October 2011 the ownership of private sewers (sewers serving more than one property) and lateral drains (the section of drain serving just one property which is sited beyond the property boundary), which were connected to the existing public sewer system on or prior to 1<sup>st</sup> July 2011 will transfer to the water and sewerage company for your area.

If during the course of your building work sewers are encountered which fall within the scope of the transfer then the Council are required to notify the water and sewerage company that a sewer has been found. In some instances, dependent upon the nature of the sewer, the water and sewerage company may require you to enter into a building over agreement before works can progress further on site.

Where sewer transfers are encountered the water and sewerage company may impose certain conditions upon the construction and protection of the sewer passing across your land. During the inspection of building works the Council takes no responsibility for the actions or requirements of the water and sewerage company, including any delays in building works that may result from the intervention of the water and sewerage company in protecting their sewer.

In order to avoid incurring unforeseen costs or having restrictions imposed upon your building works resulting from the intervention of the water and sewerage company you are strongly advised to determine the status and location of all drainage passing across your property prior to commencing works on site.

I look forward to hearing from you.

Yours sincerely

*Mr Andrew Allott*

Mr Andrew Allott  
Senior Building Control Surveyor