

NOTICE OF COMMENCEMENT
A notice of commencement is to be submitted to Building Control within 5 days of work being regarded as commenced, under regulation 16 of The Building Regulations etc. (Amendment) (England) Regulations 2010.

Work will be deemed to have commenced when the build has progressed to at least one of the following:

For complex buildings – Foundations are constructed, and the structure of the lowest floor level is complete.
For new buildings and horizontal extensions - Sub surface structure of the building or the extension including all foundations and the structure of the ground floor level is completed.
For all other works – constructed 15% of the overall work.

NOTICE OF COMPLETION
A Notice of Completion to be given to Building Control not more than 5 days after the work has been completed. The notice to contain the following information:

- The name, address, telephone number and (if available) email address of the client, principal contractor, and principal designer.
- A statement from the applicant to say that the works have been completed and complies with all the applicable regulations to the best of their knowledge.
- A statement from both the principal contractor and principal designer to confirm they have fulfilled their duties under Part 2A (duty holders and competence).

CDM REGULATIONS 2015
The client must abide by the Construction Design and Management Regulations 2015. The Client must appoint a Contractor, if more than one Contractor is to be involved, the Client will need to appoint (in writing) a Principal Designer (to plan, manage and coordinate the planning and design work), and a Principal Contractor (to plan, manage and coordinate the construction and ensure there are arrangements in place for managing and organising the project).

Domestic Clients
The Domestic Client is to appoint a Principal Designer and a Principal Contractor when there is more than one Contractor, if not your duties will automatically be transferred to the Contractor or Principal Contractor.

The Designer can take on the duties, provided there is a written agreement between you and the Designer to do so.

The Health and Safety Executive is to be notified as soon as possible before construction work starts if the works:

(a) Last longer than 30 working days and has more than 20 workers working simultaneously at any point in the project.
Or:
(b) Exceeds 500 person days.

PARTY WALL ACT
Should they need to do so under the requirements of the Party Wall Act 1996, the owner has a duty to serve a Party Structure Notice on any adjoining owner if the building work involves any of the following to a Party Wall:

- Support of beam
- Insertion of DPC through wall
- Raising a wall or cutting off projections
- Demolition and rebuilding
- Underpinning
- Insertion of lead flashings

A Party Wall Notice is also required for:

- Any excavtions within 3 metres of any part of a neighbouring owner’s building or structure, where any part of that work will go deeper than the neighbour’s foundations; or
- Any excavations for a new building or structure, within 6 metres of any part of a neighbouring owner’s building or structure, where any part of that work will meet a line drawn downwards at 45° in the direction of the excavation from the bottom of the neighbour’s foundations, see diagram 7 in the following Government guidance,

A Party Wall Agreement is to be in place prior to start of works on site.

THERMAL BRIDGING
Care shall be taken to limit the occurrence of thermal bridging in the insulation layers caused by gaps within the thermal element, (i.e. around windows and door openings). Reasonable provision shall also be made to ensure the extension is constructed to minimise unwanted air leakage through the new building fabric.

MATERIALS AND WORKMANSHIP
All works are to be carried out in a workmanlike manner. All materials and workmanship must comply with Regulation 7 of the Building Regulations, all relevant British Standards, European Standards, Agreement Certificates, Product Certification of Schemes (Kite Marks) etc. Products conforming to a European technical standard or harmonised European product should have a CE marking. The latest edition of the British Standard (including any amendments) applies to any undated references within these specifications.

SITE PREPARATION
Ground to be prepared for new works by removing all unsuitable material, vegetable matter and tree or shrub roots to a suitable depth to prevent future growth. Seal up, cap off, disconnect and remove existing redundant services as necessary. Reasonable precautions must also be taken to avoid danger to health and safety caused by contaminants and ground gases, e.g. landfill gases, radon, vapours etc. on or in the ground covered, or to be covered by the building.

EXISTING STRUCTURE
Existing structure including foundations, beams, walls and lintels carrying new and altered loads are to be exposed and checked for adequacy prior to commencement of work and as required by Building Control.

BEAMS
Supply and install new structural elements such as new beams, roof structure, floor structure, bearings, and padstones in accordance with the Structural Engineer’s calculations and details. New steel beams to be encased in 12.5mm Gyproc FireLine board with staggered joints, Gyproc FireCase or painted in Nullifire S or similar intumescent paint to provide 1/2 hour fire resistance, as agreed with Building Control. All fire protection to be installed as detailed by specialist manufacturer.

STRAPPING FOR PITCHED ROOF
Gable walls should be strapped to roofs at 2m centres. All external walls running parallel to roof rafters to be restrained at roof level using 1200mm x 30mm x 5mm galvanised mild steel horizontal straps or other approved to BS EN 845-1 (+A1:2016), straps to be screw fixed, built into walls at max 2000mm centres, and taken across a minimum of 3 rafters. Provide solid noggins between rafters at strap positions. All wall plates to be 100 x 50mm fixed to inner skin of cavity wall using 30mm x 5mm x 1200mm galvanized metal straps or other approved to BS EN 845-1 (+A1:2016) at maximum 2m centres.

OPENINGS AND RETURNS
An opening or recess greater than 0.1m² shall be at least 550mm from the supported wall (measured internally).

LINTELS
- For uniformly distributed loads and standard 2 storey domestic loadings only
Lintel widths are to be equal to wall thickness. All lintels over 750mm sized internal door openings to be 65mm deep pre-stressed concrete plank lintels. 150mm deep lintels are to be used for 900mm sized internal door openings. Lintels to have a minimum bearing of 150mm on each end. Any existing lintels carrying additional loads are to be exposed for inspection at commencement of work on site. All pre-stressed concrete lintels to be designed and manufactured in accordance with BS EN 1992-1-1:2023 Eurocode 2, with a concrete strength of 50 or 40 N/mm² and incorporating steel strands to BS 5896 to support loadings assessed to BS EN 845-2:2013.
For other structural openings provide proprietary insulated steel lintels suitable for spans and loadings in compliance with Approved Document A and lintel manufacturer’s standard tables. Stop ends, DPC trays and weep holes to be provided above all externally located lintels. Independent lintels to have an insulated cavity closure between the inner and outer lintel.
Unless only supporting a roof, lintels to be encased in 12.5mm Gyproc FireLine board with staggered joints, Gyproc FireCase or painted in Nullifire S or similar intumescent paint to provide 1/2 hour fire resistance. All fire protection to be installed as detailed by specialist manufacturer.

STEEL LINTELS
Lintel and lintel installation to be in accordance with BS 5977-1 Lintels. Method of assessment of load and BS EN 845-2 Specification for ancillary components for masonry.
Lintel to be galvanised steel, powder coated lintel, such as Catnic, with a built-in damp-proof course.
The lintel to be wide enough to provide adequate support to the walling above, to be installed with a nominal 150 mm bearing area at each end and be fully bedded on a solid bed of mortar. Only full bricks or blocks to be part of the bearing area - lintels not to be placed directly onto part bricks. Padstones and spreaders to be provided under the bearings, where required. Installation to be in accordance with manufacturer’s recommendations.
Overhang of any masonry to be a maximum of 25mm and lintel toe to project beyond window head externally.
Risk of condensation at potential cold bridges to be minimised, wall insulation should abut the head of the window frame and insulation to be provided at the underside of the lintel unless the manufacturer produces an alternative.
(In severely exposed locations or where the lintel does not offer a built-in DPC, a separate membrane to be fitted, turned up at the edge to ensure the water is not directed into the cavity. For coastal areas, the use of soffit cladding to also be considered to provide further protection).
Unless only supporting a roof, lintels to be encased in 12.5mm Gyproc FireLine board with staggered joints, Gyproc FireCase or painted in Nullifire S or similar intumescent paint to provide 1/2 hour fire resistance. All fire protection to be installed as detailed by specialist manufacturer.

STRIP FOUNDATION
Provide concrete strip foundation in accordance with Table 10 of Approved Document A, thickness of concrete not to be less than 225mm and minimum width of foundation to be equal to the width of the wall plus 300mm. Concrete mix to conform to BS EN 206:2013(+A2:2021) and BS 8500-2. All foundations to be a minimum of 1000mm below ground level, depth and size of foundation to be approved on site by Building Control to suit site conditions. All constructed in accordance with 2010 Building Regulations A1/2 and BS 8004:2015 Code of Practice for Foundations (+A1:2020). Ensure foundations are constructed below invert level of any adjacent drains. Base of foundations supporting internal walls to be min 600mm below ground level. Sulphate resistant cement to be used if required. Please note that should any adverse soil conditions be found or any major tree roots in excavations, Building Control to be contacted and the advice of a Structural Engineer should be sought.

PIPES PASSING THROUGH TRENCH FOUNDATIONS
The load-bearing capability of foundations must not be affected where services pass through.
The pipe work to be sleeved. Flexible material to be provided around pipe and flexible joints to be provided where pipes exit the foundation.
Alternatively
Pipework should pass through a suitably strengthened opening in the foundation, i.e. foundation shuttered and a provided with suitable lintel over the pipe allowing for sufficient space for movement to ensure that the drain is capable of maintaining line and gradient. Opening should be masked with granular backfill (pea shingle) around pipe.
DPC to be provided, as required by Building Control.
Advice from the Structural Engineer to be sought on suitability of pipe running through foundation before construction.

PIPES PASSING THROUGH WALLS
Walls above pipes passing through substructure walls to be supported on suitable lintel on semi-engineering bricks. Pipe to be provided with a 50mm clearance all round, opening to be masked with granular backfill (pea shingle) around pipe.
DPC to be provided, as required by Building Control.
Alternatively
Where new pipework passes through external walls the pipe work is to be provided with ‘rocker pipes’ at a distance of 150mm either side of the wall face. The ‘rocker pipes’ must have flexible joints and be a maximum length of 600mm.

SOLID FLOOR INSULATION UNDER SLAB
To meet min U value required of 0.18 W/m²K
P/A ratio 0.5
Solid ground floor to consist of 150mm consolidated well-rammed hardcore, blinded with 50mm sand blinding. Provide a 1200 gauge polythene DPM, DPM to be lapped in with DPC in walls. Floor to be insulated over DPM with 90mm thick Celotex GA4000 insulation.
25mm insulation to continue around floor perimeters to avoid thermal bridging. A VCL should be laid over the insulation boards and turned up 100mm at room perimeters behind the skirting, all joints to be lapped by 150mm and sealed, provide 100mm ST2 or Gen1 ground bearing slab concrete mix to conform to BS 8500-2:2023 and BS EN 206 over VCL. Finish with 65mm sand/cement finishing screed with light mesh reinforcement.
Where drain runs pass under new floor, provide A142 mesh 1.0m wide within bottom of slab min 50mm concrete cover over length of drain.

WALLS BELOW GROUND
All new walls below ground to be constructed using blockwork compliant with BS EN 771 and suitable for below ground level or semi engineering brickwork. Walls to be built using 1:4 masonry mortar mix or equal approved specification to BS EN 1996-1-1. Cavities below ground level to be filled with lean mix concrete min 225mm below damp proof course. Or provide lean mix backfill at base of cavity wall (150mm below damp course) laid to fall to weepholes.

FULL FILL CAVITY WALL
To achieve minimum U Value of 0.18 W/m²K
New cavity wall to comprise of 103mm suitable facing brick. Full fill the cavity with 150mm Dritherm 32 insulation as manufacturer’s details. Inner leaf constructed using 100mm lightweight block, 0.15 W/m²K, e.g. Celcon solar, Thermalite turbo. Internal finish to be 12.5mm plasterboard on dabs. Walls to be built with 1:1:6 cement mortar.

DPC
Provide horizontal strip polymer (hyload) damp proof course to both internal and external skins, DPC to be placed a minimum 150mm above external ground level. New DPC to be made continuous with existing DPC’s and with floor DPM. Vertical DPC to be installed at all reveals where cavity is closed.

WALL TIES
All walls constructed using stainless steel vertical twist type retaining wall ties built in at 750mm ctrs horizontally, 450mm vertically and 225mm ctrs at reveals and corners in staggered rows. Wall ties to be suitable for cavity width and in accordance with BS EN 845-1:2013.
Wall ties for cavities over 150mm to be suitable for cavity width, and installed as manufacturer’s details.

CAVITIES
Provide cavity trays over openings and where roofs abut walls. All cavities to be closed at eaves and around openings using Thermabate or similar non combustible insulated cavity closers. Provide vertical DPCs around openings and abutments. All cavity trays must have 150mm upstands and suitable cavity weep holes (min 2) at max 900mm centres.

EXISTING TO NEW WALL
Cavities in new wall to be made continuous with existing, where possible, to ensure continuous weather break. If a continuous cavity cannot be achieved, where new walls abuts the existing walls provide a movement joint with vertical DPC. All tied into existing construction with suitable proprietary stainless steel profiles.

CAVITY BARRIERS
30 minute fire resistant cavity barriers to be provided around openings, at tops of walls, gable end walls, vertically at junctions with separating walls and horizontally at separating floors. Cavity trays to be provided over barriers where required. Trays and cavity barriers to be installed according to manufacturer’s details.
he door to aid air circulation. Intermittent extract fans to BS EN 13141-4. All fixed mechanical ventilation systems, where they can be tested and adjusted, shall be commissioned and a commissioning notice given to the Building Control Body.

CONDENSATION
Walls, floors and roof of the building to be designed and constructed so that their structural and thermal performance will not be adversely affected by interstitial condensation, surface condensation or mould growth. Account to be taken of the building’s form and orientation in relation to topography, prevailing winds, sunlight and over-shadowing, and the rate at which humidity is generated.
Materials with the highest vapour resistance should be located on the warm side of a thermal element. VCLs to be provided where necessary.
The junctions between elements are designed to Accredited Construction Details or guidance of BRE IP17/01] and BS 5250:2021 Management of moisture in buildings to be followed.

UNDERGROUND FOUL DRAINAGE
Underground drainage to consist of 100mm diameter UPVC proprietary pipework to give a 1:40 fall. Surround pipes in 100mm pea shingle. Provide 600mm suitable cover (900mm under drives). Shallow pipes to be covered with 100mm reinforced concrete slab over compressible material. Provide rodding access at all changes of direction and junctions. All below ground drainage to comply with BS EN 1401-1 (+A1:2023).

INSPECTION CHAMBERS
Underground quality proprietary UPVC 450mm diameter inspection chambers to be provided at all connections, changes of level, changes in direction, and every 45m in straight runs. Inspection chambers to have bolt down double sealed covers in buildings and be adequate for vehicle loads in driveways.

ABOVE GROUND DRAINAGE
All new above ground drainage and plumbing to comply with BS EN 12056-2 for sanitary pipework. All drainage to be in accordance with Part H of the Building Regulations. Wastes to have 75mm deep anti-vac bottle traps and rodding eyes to be provided at changes of direction.

Size of wastes pipes and max length of branch connections (if max length is exceeded then anti-vac traps to be used).
Wash basin - 1.7m for 32mm pipe 3m for 40mm pipe.
Bath/shower - 3m for 40mm pipe 4m for 50mm pipe.
WC - 6m for 100mm pipe for single WC.
All branch pipes to connect to 110mm soil and vent pipe terminating min 900mm above any openings within 3m.
Or to 110mm upvc soil pipe with accessible internal air admittance valve complying with BS EN 12380, placed at a height so that the outlet is above the trap of the highest fitting.
Waste pipes not to connect on to SVP within 200mm of the WC connection.
Supply hot and cold water to all fittings as appropriate.

EXTERNAL SURFACE WATER DRAINAGE
Drainage of paving areas to be carried out in accordance with BS EN 12056-3:2000 and Approved Document H.
Hard surfaces around the building should be provided with a proprietary non slip permeable surface laid to manufacturer’s details and in compliance with BS EN 1338:2003, to allow adequate drainage.
or be provided with a non slip surface and cross fall of 1:40 – 1:60 draining away from the building (for a minimum of 500mm) to a suitable soakaway.
Paths, driveways and other narrow areas of paving should be free draining away from any buildings to a pervious area such as grasslands or to a suitable soakaway.

INTERNAL STUD PARTITIONS
100mm x 50mm softwood treated timbers studs at 400mm ctrs with 50 x 100mm head and sole plates and solid intermediate horizontal noggins at 1/3 height or 450mm c/cs. Provide min 10kg/m³ density acoustic soundproof quilt tightly packed (e.g.100mm Rockwool or Isowool mineral fibre sound insulation) in all voids the full depth of the stud. Partitions to be built off doubled up joists where partitions run parallel or provide noggins where at right angles, or to be built off DPC on thickened concrete slab if solid ground floor. Walls faced throughout with 12.5mm plasterboard with skim plaster finish. Plasterboard to be taped and jointed complete with beads and stops.

TITLE PROPOSED EXTENSION & ALTERATIONS. WRITTEN SPECIFICATION			
SITE ADDRESS – 49 DENBY ELLIS, LETCHWORTH GARDEN CITY, HERTFORDSHIRE, SG6 2LW			
			DRG. No.
FOR – MR & MRS SMITH	SCALE N.T.S	DATE AUG 2025	001/6.