SOLIHULL COUNCIL

Building Control Terms of Engagement

BUILDING CONTROL

Generic terms for statutory building control services

How these terms apply
These generic terms are published as a controlled document and made available through Solihull MBC Building Control acknowledgement letters and other application correspondence. The acknowledgement letter, application record, applicable fee information and any accepted written variation provide the application-specific information for each engagement. Together, these documents record the terms on which the Council will deliver its statutory building control functions in relation to the application. Nothing in these terms limits or overrides the Council's statutory duties or powers.

1. Regulatory status and acceptance

These Terms of Engagement are issued by Solihull Metropolitan Borough Council (Solihull MBC) in its capacity as a local authority building control body. Registered Building Inspectors carrying out or supervising restricted building control activities are regulated by the Building Safety Regulator and must comply with the Code of Conduct for Registered Building Inspectors. These terms support compliance with Standard 5.3 and Annex 2 of that Code.

The applicant or authorised agent will receive a link to, or copy of, these terms through the application acknowledgement or another written communication. Before an RBI undertakes work under the engagement, the Council must hold a record confirming that the applicant or authorised agent has received and agreed in writing to the applicable terms. The record will identify the application, the person accepting the terms, the document version, the date and the method of acceptance.

2. Application-specific information

The application acknowledgement, fee quotation, application record or another application-specific written communication will provide or identify information that varies between applications, including:

- the application reference, site address and description of work;
- the name of the RBI responsible for conducting the work and, where applicable, the RBI supervising that work, noting that the allocation may change;
- any condition or limitation applying to the registration of the RBI conducting or supervising the work;
- the estimated programme or timescales for the work, including staged estimates where appropriate;
- the fees, charges and total estimated cost for the agreed scope;
- If a material estimate, cost, condition, allocation or scope changes, Solihull MBC will provide updated information in writing as soon as reasonably practicable.
- any application-specific limitation, assumption or variation.

If a material estimate, cost, condition or scope changes, Solihull MBC will provide updated information in writing.

3. Services we provide

Depending on the application route and the work involved, the service may include:

- registering and validating an application or notice;
- assessing plans, specifications, calculations and supporting information;
- undertaking statutory consultation and considering responses;
- issuing statutory decisions and formal communications where applicable;
- preparing and reviewing a risk-based, project-specific inspection plan;
- considering completion information and, where the statutory requirements are satisfied, issuing a completion certificate;
- recording observations, contraventions, interventions and decisions;
- considering completion information and, where statutory requirements are satisfied, issuing a completion certificate;
- Building control work is carried out or supervised by suitably qualified Registered Building Inspectors. The officers listed below may undertake or supervise work, subject to their registration class, competence, any registration conditions, project complexity and availability.

Limits of the service

Solihull MBC acts as a statutory regulator. The service does not include taking responsibility for the design, preparing or certifying the design, continuous site supervision, acting as clerk of works, project management, general quality assurance or providing a warranty that the work is defect-free. Inspections are risk-based and sample-based. Responsibility for compliance remains with the client and relevant dutyholders.

The application acknowledgement or another application-specific written communication will identify the RBI responsible for conducting the work and, where applicable, the RBI responsible for supervising it. The allocation may change because of competence requirements, project complexity, registration conditions, workload, availability or other operational reasons. The applicant or authorised agent will be informed in writing of a material change to the RBI responsible.

The officer list and registration details will be checked whenever staffing or registration information changes and at least as part of the annual document review. The Council will maintain an auditable internal record of the RBI conducting and, where applicable, supervising each application.

Officer	Role	BSR registration class
Martin Bennett	Strategic Lead	Class 2 (A-F) and Class 4
Matt Rouse	Team Leader	Class 2 (A-F) and Class 4
Martin Wragg	Team Leader	Class 2 (A-F) and Class 4
Aky Uppal	Senior RBI	Class 2 (A-F)
Shadab Saddique	RBI	Class 2A
Sanjay Patel	RBI	Class 2A
John Diskin	RBI	Class 2A
Chris Allen	RBI	Class 2A
Teresa Komorowski	RBI	Class 2A
Cameron Hargreaves	Assistant RBI	Class 2A
Brendan Dowse	Assistant RBI	Class 2A

The officer conducting or supervising work on an application will be recorded within the Council's operational records. Allocations may change because of competence requirements, project complexity, availability, workload or other operational reasons. Any relevant registration conditions applying to the officer conducting or supervising the work will be communicated where applicable.

Application-specific timescale estimates will be provided in the acknowledgement letter or another written communication. Estimates are made in good faith from the information available and may change because of incomplete information, design or scope changes, statutory consultation, site progress, access, further evidence requirements or matters outside the Council's reasonable control. The applicant or authorised agent will be informed in writing of any material change to an estimate as soon as reasonably practicable.

5. Programme and timescales

Fees are calculated under the current Solihull MBC Building Control Scheme of Charges and any application-specific quotation. The acknowledgement letter, quotation or fee communication will state the applicable charges and total estimated cost for the agreed scope.

6. Fees, charges and payment

Fees are calculated under the current Solihull MBC Building Control charging arrangements and any application-specific quotation. The acknowledgement letter, quotation or fee communication will state the applicable charges and total estimated cost for the agreed scope.

- Credit or debit card payments may be made by telephone on 0121 704 8008.
- Cheques should be payable to SMBC and crossed A/C payee.
- Supplementary charges may apply where permitted by the Council's current Building Control Scheme of Charges, including where information is inadequate, work is not ready for inspection, additional visits are required, an archived case is reopened or the project materially changes. The person responsible for payment will be informed of the basis and amount of any additional charge.
- Purchase-order invoicing may be arranged by agreement. Payment by instalment may be agreed where the total charge exceeds £500.
- For relevant building control applications made on or after 1 October 2026, the Building Safety Levy may apply, subject to statutory exemptions and transitional provisions. Levy liability, calculation, payment, review and appeal are governed by the applicable legislation and are administered separately from the technical assessment of the building control application.

Building Safety Levy

The application acknowledgement or another related communication will state whether any relevant referral fee is paid or received and provide the required details. Where none applies, this will be stated.

Details of the insurance arrangements relevant to the Council's statutory building control functions are available on request. This wording must be confirmed by the Council's Insurance Team before publication.

8. Client and dutyholder responsibilities

The applicant, client and relevant dutyholders must, as applicable:

Solihull MBC holds insurance arrangements relevant to its statutory building control functions. Further confirmed information about the Council's relevant insurance arrangements may be requested through Building Control. This statement is subject to confirmation by the Council's Insurance Team before publication.

8. Client and dutyholder responsibilities

- provide accurate and complete information promptly;
- make and maintain the dutyholder appointments and competence arrangements required by the Building Regulations 2010, as amended;
- ensure the design and building work comply with legal requirements;
- notify Solihull MBC at required stages and provide safe access;
- ensure suitable site conditions and welfare arrangements;
- not cover work that the Council has asked to inspect unless otherwise agreed with Building Control;

- notify material design, scope, dutyholder, ownership or programme changes;
- provide completion declarations, certificates, test results and other evidence requested;
- pay charges when due;
- ensure the person accepting these terms is authorised.

9. Inspections and inspection outcomes

Inspections may be booked through the Council's online Building Control Inspection Booking service, by email, by telephone or by arrangement with the Building Control Surveyor.

Online booking	https://digital.solihull.gov.uk/BuildingControlInspectionBooking
Email	buildingcontrol@solihull.gov.uk
Telephone	0121 704 8008

- Inspection arrangements are risk-based, form part of the project-specific inspection plan and may be revised as the work progresses or information changes.
- Requests must give the required notice and confirm that the work is ready. An inspection request does not guarantee attendance at the requested time. Attendance will be confirmed or arranged according to risk, availability and the project-specific inspection plan.
- The applicant, client and contractor must provide proper and safe access to the work requiring inspection.
- Additional charges may arise where permitted by the current Scheme of Charges, including where work is not ready, agreed stages are missed or repeat visits are required.
- Where the Council's digital inspection outcome service applies and the principal client's email address is recorded, the client may receive an email link to the inspection outcome. This may include a summary report, photographs, recorded non-compliances and a PDF download. Current eligibility and access arrangements will be explained in the application correspondence or on the Council's website.
- Where digital access is unavailable, Building Control may be contacted to request an alternative accessible format.

10. Contraventions, enforcement and completion

Where contraventions are identified, the Council will seek compliance through proportionate intervention and may use statutory powers where necessary. Significant findings, information requirements and required actions will be communicated in writing wherever reasonably practicable.

Following receipt of the required completion notice, the Council will issue a completion certificate within the applicable statutory period where it is satisfied, after taking all reasonable steps, that the relevant statutory provisions have been complied with. In reaching that decision, the Council will consider the required inspections, dutyholder declarations, certificates, test results, other relevant evidence and the resolution of identified contraventions. A completion certificate is evidence, but not conclusive evidence, that the requirements identified in it have been complied with. It is not a warranty or guarantee of workmanship and does not mean that every part of the work has been inspected.

11. Changes, withdrawal and ending the engagement

Material changes to the scope, responsible or supervising RBI, registration conditions, programme, assumptions, fees or total estimated cost will be notified in writing as soon as reasonably practicable. An updated acknowledgement, quotation, schedule or written variation may be issued.

The applicant may request withdrawal of an application or notify the Council that work will not proceed, subject to the applicable statutory procedure and liability for charges already incurred. The Council may suspend non-statutory activity or take any action available to it where information is inaccurate or withheld, safe access is not provided, charges remain unpaid, a conflict cannot be resolved, the Council lacks jurisdiction, or continued involvement would breach legal, regulatory, registration or competence requirements. Nothing in this section prevents or limits the Council from exercising a statutory function or power.

12. Information, confidentiality and data protection

Personal information will be processed in accordance with applicable data-protection legislation and the Council's privacy notices. Information obtained in connection with a building control application will be handled confidentially but may be disclosed where required or authorised by law, for legal proceedings, with appropriate consent, to report a crime or breach of building-control legislation, or to the Building Safety Regulator, another local authority or another regulator where disclosure is required or appropriate in the exercise of statutory functions.

Building Control privacy notice	**https://www.solihull.gov.uk/about-council/solihull-council-privacy-notice/privacy-notice-economy-and-infrastructure/privacy-3**
Council privacy notice	https://www.solihull.gov.uk/about-council/solihull-council-privacy-notice
Information governance	Corporate Information Governance Manager, Council House, Manor Square, Solihull, B91 3QB

13. Complaints and contact details

Concerns should first be raised with Building Control. The Council's published corporate complaints procedure explains how a complaint may be made and escalated and gives the current response targets. A complaint does not replace a statutory review, appeal, determination, enforcement process or other legal route.

Building Control email	**buildingcontrol@solihull.gov.uk**
Telephone	0121 704 8008

Building Control email	**buildingcontrol@solihull.gov.uk**
Postal address	Building Control, Solihull Metropolitan Borough Council, Council House, Manor Square, Solihull, B91 3QB
Corporate complaints procedure	https://www.solihull.gov.uk/tell-us/complaints-and-feedback-about-council-services
Stage 2 contact	connectcc@solihull.gov.uk / 0121 704 8005

After the Council's complaints procedure has been completed, a complainant may be able to refer the matter to the Local Government and Social Care Ombudsman. A concern about an RBI's professional conduct may also be capable of referral to the Building Safety Regulator. These routes do not replace any applicable statutory review, appeal or determination.

14. Higher-risk buildings and limits on jurisdiction

Where the Building Safety Regulator is the building control authority, an application must be made through the applicable statutory process and Solihull MBC's role may be limited or may not apply. Applicants should establish the appropriate route before submitting an application.

15. Documents forming the engagement

- these generic Terms of Engagement;
- the application acknowledgement and any application-specific communication;
- the application or notice and supporting information;
- the applicable charging guidance and quotation;
- accepted written variations or revised communications;
- the Building Control privacy notice and corporate complaints procedure.

Applicable legislation and statutory requirements take precedence over these terms and any related correspondence. Solihull MBC will clarify any remaining inconsistency in writing.