



COVID-19  
Business Continuity Plan



**LONDON**  
BUILDING CONTROL

CORPORATE APPROVED INSPECTORS

# COVID-19 Business Continuity Plan

## London Building Control Clients, Partners and Professional's.

### COVID-19 : Business Continuity Advice

As the Covid-19 situation continues to evolve, London Building Control will continue to review procedures and processes following Government guidelines and advice to ensure the health and wellbeing of our staff, families and clients.

Where possible we will be conducting most of our business via email and phone calls to avoid unnecessary meetings. The situation is fast moving with wide ranging implications and we will do our best to minimise disruption whilst avoiding the risk of spreading infection.

We have always adapted to challenges and will continue to do so, with this in mind our staff are fully equipped to enable remote working - limiting any interruption in our ability to deliver core services.

Therefore, for

### General Advice:

For all general enquiries please email [info@londonbuildingcontrol.co.uk](mailto:info@londonbuildingcontrol.co.uk) and our staff will respond accordingly.

### Fee Quotations:

To obtain a fee quotation for proposed works please either;

Visit our website [www.londonbuildingcontrol.co.uk](http://www.londonbuildingcontrol.co.uk) and go through our 'Online Fee Enquiry' button (Found on our home page) or

Email [info@londonbuildingcontrol.co.uk](mailto:info@londonbuildingcontrol.co.uk) providing an address and description of the proposed works.

### Applications:

We will continue to process and register all Building Control applications.

Please complete our application form in the link below  
[https://www.londonbuildingcontrol.co.uk/app/uploads/2019/10/LBC\\_Digital\\_Application\\_Form\\_100919.pdf](https://www.londonbuildingcontrol.co.uk/app/uploads/2019/10/LBC_Digital_Application_Form_100919.pdf)

Once completed please send via Email to [applications@londonbuildingcontrol.co.uk](mailto:applications@londonbuildingcontrol.co.uk)

Our admin team will then process the application, sending acknowledgment via your email.

**Technical advice:**

Should you have a project specific technical enquiry or a general technical query you would like answered please email [alan@londonbuildingcontrol.co.uk](mailto:alan@londonbuildingcontrol.co.uk)

**Post:**

If travel restrictions apply we will not be able to receive or respond to any post. Where possible please send all correspondence via email [info@londonbuildingcontrol.co.uk](mailto:info@londonbuildingcontrol.co.uk)

**Site Inspection Work:**

Our surveyors are currently attending site inspections and will continue to do so until we're informed otherwise by Government advice.

However, we will be unable to attend if;

- Anybody who resides at the property or who has been working at the property in the last 14 days is self-isolating following Government guidelines
- Anybody who either resides at the property or has been working at the property in the last 14 days tested positive for the Coronavirus
- Anyone within your property is considered elderly or vulnerable
- Travel restrictions apply and restrict our ability to attend.

**PLEASE ADVISE IF ANY OF THE ABOVE APPLIES**

**Travel Restrictions:**

If we are unable to carry out inspections, we will need to undertake a remote inspection of the work. Therefore, it is strongly advised you keep photographic evidence of the relevant stages of construction and email them immediately to your project surveyor (if known) AND [info@londonbuildingcontrol.co.uk](mailto:info@londonbuildingcontrol.co.uk)

**Relevant Stages:**

Please find below a list of typical items (note this is not an exhaustive list)

**Foundations excavation:**

Please provide a clear photo showing;

- The site capturing any topographical conditions which may determine the foundation depths
- All trees within 15m of the trenches
- Any drainage pipes, manholes etc
- Any other features which may affect the stability of the ground
- The coverage of the foundation which may affect excavation
- Every excavated trench showing a clear view of the ground condition, depth and width of the trench.



### **Damp Proof Course (DPC):**

Please provide a clear photo showing;

- The installed DPC, including minimum heights of 150mm from external ground levels
- Below beam and block flooring
- Below timber plates on ground bearing structures
- Lapped into dpc's on existing structures, or
- Vertical DPC to existing structure's.

### **Oversite and Damp Proof Membrane (DPM):**

Please provide a clear photo showing;

- Compacted hardcore layer
- Sand blinding
- DPM and the continuity with the DPC
- Thermal insulation and concrete slab.

### **Drainage:**

Please provide a clear photo showing;

- Drainage layouts
- Drainage falls and connections
- Bedding material.

### **Structure:**

Please provide a clear photo showing;

- All structural works involving beams and columns including connections and bearings
- Beam and column sizes
- Lintel locations, sizes and bearings
- Roof structure, joists/rafters sizes, bearings, connections, wall plate, strap ties and insulation
- Wall construction, insulation, ties, cavity closers.

**Completion:**

Please provide a clear photo showing;

- Completed works which may include internal arrangements such as fire doors, fire alarms/smoke detection, emergency lighting, AOV's, etc.
- Staircases (handrails, risers and goings) and landings
- Mechanical extraction, sanitaryware, electrical and plumbing
- All rooms showing socket heights etc. and windows / doors (internal view)
- External elevations which may include connected services such as rainwater pipes, soil and ventilation pipes and boiler flues etc and windows and doors (external view).

*Please note that London Building Control Ltd will resume full service as soon as the current COVID-19 situation improves and following Government advice and guidelines*



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