

Local Authority Checklist

What goes on the scheme design drawings



A Local Authority Check list

When doing the drawings use the following checklist to ensure that all the requirements related to the various departments at NCC are considered.

B Location Plan

North point

Plot boundary of plot and adjacent plots

The plot in question should be highlighted

Land Reference Numbers (LR NO.) of plot and adjacent plots

Major services

Access roads

If a surveyor has carried out a topographic survey then the relevant topographic information should be included

C Site Plan

Site plot boundary

Plot LR number

Roads, Kerbs, Pavements

Planting Areas

Footpaths

Fences Plus Details

Building lines, way leave, Riparian Ways (Riparian Way leave where applicable)

Building Profiles

Ground floor slab levels

Setting out dimensions

Beacons

North point

External surface material description

Gates and access detail

Security entrance building 1:100 minimum requirement (plans, section/elevations plus finishes)

Parking layout (occupants / visitors)

Storm / Foul drainage including sewer or septic tank

Electrical transformer location

Generator location

Incoming telephone

Existing water main location

Refuse compound details and location

Existing buildings (to be shown - where applicable)



Road widening (where necessary)
 Plot boundary dimensions to be indicated
 Adjoining plot numbers to be indicated
 Indicate method of connection to NCC main (By note on plan - where applicable) sewer line.
 If a surveyor has carried out a topographic survey then the relevant topographic information should be included
 Contours (where applicable)

D Plans

Indicate direction of flow of drains, sewers etc. and diameter
 Floor finishes. (These may not necessarily be final finishes)
 Domestic staff quarters to be shown (where applicable)
 Building Profiles/Openings windows and doors
 Building dimensions (horizontal)
 Permanent Ventilation
 Floor Finishes/Room names
 Rwp (rain water pipes)
 Treads/risers size
 Minimum stair width
 Transformer
 Dry riser location twin outlets on ground floor and landing valves. (Location)
 Fire Extinguisher. (Location)
 Reserve water tank
 Hose reels
 Escape Stair (protected to 1hr FR building materials).
 Escape stair 30 meters minimum distance.
 IC (inspection chambers) (if internal).
 Drainage material size and type (if internal).
 Swimming pools to be provided with grab rails, cat ladders and skimmers.
 Foot baths to be provided at point of entry.
 All kitchens to have food stores or larders of min. 4.5m³
 All contents of the swimming pool when emptied to be contained within the plot boundaries
 Septic tank to be 6.0m away from the building and plot boundaries.
 Hotel / restaurant kitchens to be provided with adequate firefighting equipment, i.e. fire blankets, Co₂, etc.

E Roof Plans

Building roof profile
 Roof falls



Grids & grid dimensions
 Roof pitch
 Rain water outlets/gutters
 Material description of roof

F Sections Building Section and a Staircase Section

Building profiles/openings and doors
 Grids & grid dimensions
 Building dimensions (vertical)
 Floor levels
 Room names
 Permanent ventilation
 Handrail minimum height 900 mm above FFL
 Floor Levels
 Indicate finishes to walls
 Roof pitch and finishes to be indicated
 Damp proof membranes
 Grids & grid dimensions

G Elevations

Building profiles/openings and doors
 Grids & grid dimensions
 Building dimensions (vertical)
 Permanent ventilation
 Existing power lines
 Existing main sewers
 Existing drains, “canals” etc.

H Standard Notes

Ensure that each of the drawings has the standard scheme design title block that contains the following minimum notes required for scheme design/local Authority submission

- 1) All dimensions to be checked on site any discrepancies to be verified with Architects.
- 2) Concrete block/stone walls below 200 mm thickness to be reinforced with hoop iron at every alternative course.
- 3) Depths of foundations to be determined on site.
- 4) All reinforced concrete works to structural engineer’s detail.
- 5) A single layer of 3 ply bituminous felt to be provided between masonry and R.C. works.

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- 6) Drains passing under driveways and buildings to be encased with minimum 150 mm thick concrete surround.
- 7) All plumbing and drainage to be to the approval and satisfaction of M.H.O.
- 8) "PV" denotes permanent vents.