

## Service plan

Notification stages	Project								
	New dwelling	Conversion of an existing dwelling	Extension	Loft conversion	Basement	Garage conversion	Alterations	Window replacement	Roof replacement
Commencement	Statutory stage to be notified								
Foundations	✓		✓		✓	✓	✓		
Tanking					✓				
Oversite	✓		✓		✓	✓			
Drainage	✓	✓	✓				✓		
Floor joists	✓		✓						
Steelwork		✓	✓	✓			✓		
Roof carcass	✓		✓	✓					✓
Insulation	✓	✓	✓	✓	✓	✓			✓
Windows	✓		✓					✓	
Completion	Statutory stage to be notified								

The service plan indicates the anticipated number of inspections to be carried out for projects based on our assessment of the risk.

### Notification points

**Commencement** – two working days before commencement of works  
**Foundation** – once depth determined on completion of the excavation prior to concrete is laid  
**Tanking** – on completion of wall construction and membrane  
**Oversite** – on completion of the floor construction and membrane before concrete is laid  
**Drainage** – prior to drains or connections being covered up  
**Floor joists** – prior to timber work being covered up  
**Steelwork** – prior to beams and padstones being covered up by fire protection  
**Roof carcass** – on completion of the cut or truss roof  
**Insulation** – prior to floor, walls or roof element covered up by screed or plaster  
**Windows** – on completion of the installation and sealing  
**Completion** – five working days before completion of the works

The notification points are there for guidance and the service plan may require notification stages beyond the risk assessment.