



Downloading and setting up the LABC Inspection Booking App

Downloading the App

For Apple devices please download from the;

App Store

For Android devices please download from the;

Play Store

In both instances search the stores for;

'labc inspection'



Setting up your profile

On the first opening of the App, you will be prompted to set up your profile. This is important for several reasons, the App sends you an acknowledgement email every time you send a request.

These details also allow us to make easy contact with you if necessary for example when you request to be phoned before we visit.

Setting Guernsey as your Building Control provider

On the next page you will see that 'Your local Building Control Authority' is shown as 'Not Specified'

Tap on this orange bar to move to the search page.

Tap on the search bar and then scroll through the list of names displayed until you find Guernsey.

Once you have selected Guernsey, this will be set as the default for all your inspection requests.

You are now ready to request site inspections using the App

Contacts

Tel:

01481 717200

Email:

planning@gov.gg

Sir Charles Frossard
House

La Charroterie

St Peter Port

Guernsey

GY1 1FH

A duty building control surveyor is normally available to provide general guidance at our Frossard House offices between 9am - 10.30am and 3pm - 5pm Monday to Thursday (4.30pm on Friday), during which telephone calls are welcome. Between 10.30am and 3pm, reception staff will be able to take a message to pass onto the surveyor for their later response.

Please note, the duty building control surveyor is able to provide general guidance only. For site specific guidance, please contact the allocated officer.

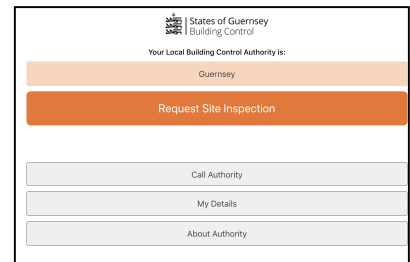
Please be advised that this guidance note relates only to the situation with regard to Building Control. This app cannot be used to arrange meetings with the planning section you are advised to contact planning directly. You are reminded that development should not be commenced until and unless all necessary statutory consents have been obtained.

Requesting an inspection using the LABC Inspection Booking App

Tap on the 'Request Site Inspection' bar to open the request form

Fill in the information required, **note that the 'Reference Number' is important to include.** This number is on the Building Licence and looks similar to —FP/2017/1234

When complete tap on the orange 'Request Site Inspection' bar



HINTS

Usually a house name

Use Guernsey parish names

Use the drop down to select

If booking a visit after 10am then select the next working day

This yes/no question sends the site location coordinates used by Google maps

Please use the FP number

Add information such as access details or phone to arrange a time request etc.

The form contains the following fields and options:

- Site name or number
- Road name
- Town name
- Site postcode
- Inspection type: Please select (dropdown)
- Preferred date of inspection: 3 Jan 2018
- Time preferred (ANY/AM/PM): ANY (dropdown)
- Currently at the site (and GPS-enabled): Yes (dropdown)
- Reference number
- Further information

Buttons at the bottom: Request Site inspection, < Home

You will receive an acknowledgment email confirming that your inspection request has been received. We may tailor this message to send specific daily information concerning inspections.

Contacts

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 Tel: **La Charroterie**
01481 717200 St Peter Port
 Email: **Guernsey**
planning@gov.gg GY1 1FH

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