

6.

Charges (see note 7 and 10 and additional guidance sheets)

1. If a new dwelling(s) - please state number of dwellings: _____ and total: No. of house types: _____
2. If a domestic extension - please state internal floor area: _____ **m²**.
- 2a. If a loft conversion - please state internal floor area: _____ **m²**.
- 2b. If a loft conversion - please confirm if dormer or non dormer loft: _____
3. For alterations associated with domestic extensions specify estimated cost of alteration works:

£ _____
4. If general alteration work only - please state the estimated cost of work excluding VAT:

£ _____
5. Provide breakdown of charges due:

Charge: £ _____ plus VAT at the current rate: £ _____ Total: £ _____

7.

Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge, unless the 'Exemption from charges declaration' is signed overleaf.

Name:

Signature:.....

Date:

8.

Additional information:-

- 1 List any other extensions built onto the property and details of any outbuildings within curtilage.
- 2 Planning Application number (if applicable): _____
- 3 If the proposal is for new housebuilding, please indicate ownership

Private Enterprise	Registered Social Landlords	Local Authority

Exemption from charges declaration (to be completed for disabled adaptations only)

I hereby certify that the work in question: -

- a. is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for providing facilities designed to secure their greater health, safety, welfare or convenience and
- b. is to be, or has been, carried out in relation to: -
 - (i.) a building to which members of the public are admitted (whether by payment or otherwise), or
 - (ii.) a dwelling, which is or is to be occupied by a disabled person.

(Disabled persons are those who are blind, deaf or dumb, and other persons who are substantially and permanently handicapped by illness, injury or congenital deformity, or other such disabilities).

Signed:.....Date:.....

Note: A charge is required for any other areas of work being carried out that is not solely for the benefit of a disabled person.



BUILDING NOTICE APPLICATION GUIDANCE NOTES.

1. One copy only of this notice should be completed and submitted. *Note: where it is proposed to erect a building or extension over a sewer or drain shown on the relative map of public sewers this notice cannot be used and you are required to submit a 'Full Plan' application.*
2. Persons carrying out building work must give 2 days written notice prior to commencement.
3. The applicant's first name and surname must be included together with the correct postal code. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. In the case of other applicants e.g. commercial organisations - include full details of the organisation and a relevant contact name.
4. Ensure that the works description includes all works to be undertaken – it will be this description that will be listed on our completion certificate (if work is left off the description it can cause you problems if you ever try to sell your property). **This must also include any 'notifiable electrical works' not being installed by a 'Competent Person Scheme member' approved by the O.D.P.M.**
5. Where the proposed work includes the erection of a new building or extension, this notice **MUST BE** accompanied by the following: -
 - (i) a block plan to a scale of not less than 1:1250 showing the size and the position of the building, or building as extended, and its relationship to adjoining boundaries and streets,
 - (ii) the provision to be made for the drainage of the building or extension,
6. LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Please phone if you require further information on LANTAC.
7. A charge is payable to contribute towards the cost of site inspections. This is a single payment that covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. The building notice charge is calculated in accordance with current charge regulations and is payable when this notice is submitted to the Council. (See charges leaflet). Certain building work that is solely required for disabled people may be exempt from charges.
8. Where existing underground services e.g. gas, electricity, water, telecoms are affected by the proposals, the building owner or contractor must contact the relevant service provider to arrange for their diversion.
9. Where you intend to connect your new drainage systems to the public sewers, or intend to discharge trade effluent to the sewers, you must give not less than 21 days written notice to the appropriate authority.
10. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 12 of the Building Regulations 1991 and, in respect of charges, in the Building (Local Authority Charges.) Regulations 1998.
11. The issue of a Building Regulation approval does not operate as an approval for the purpose of any other statutory provision e.g.: Party Wall Act, Health & Safety at Work Act etc.
12. **Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.**
13. Where the proposed work involves the provision of an unvented hot water storage system, this building notice must be accompanied by a statement as to:-
 - (i) The name, make model and type of hot water storage system to be installed.
 - (ii) The name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 of the Building Regulations 2000;
 - (iii) The name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.

14. **ELECTRICAL WORKS**

Building Regulations ‘Part P – Electrical Safety in Dwellings’ apply to electrical works being undertaken to dwellings. All wiring and electrical works must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 16th edition wiring guidance.

Failure to comply with these regulations is an offence, and the Council can pursue a prosecution for a fine against any person contravening them and it is also likely that it will not be possible to sell your property.

Full details of these regulations, including the definition of ‘notifiable works’ can be found in the Approved Document to ‘Part P – Electrical Safety in Dwellings.’

Where ‘notifiable electrical work’ is to be carried out, you are required to either submit a Building Regulation application or to have the works undertaken by a competent electrical contractor registered with the governments ‘**Part P Competent Persons Self-Certification Scheme**’ (this should be your preferred option).

Competent Persons Self-Certification Scheme.

Where you are using a **Competent Persons Self-Certification Scheme** member – you must answer YES to Question 7 and supply full details of their scheme membership (if known). You are advised to check your contractor out carefully to avoid problems occurring during the works stages. Your approved contractor will ensure that all electrical works comply with the Building Regulations – and therefore this element of work can be excluded from your Building Regulation application.

If you do not know who your **Competent Persons Self-Certification Scheme** member is at the time of submission and you have answered YES – you must ensure that a scheme member is employed. If you change your mind after submitting your application and do not use a **Competent Persons Self-Certification Scheme** member, then you may have to submit a separate Building Regulation application (see notes below) for the electrical works and pay a separate charge payment.

Your competent electrician will supply you and the Council within 30 days of the electrical works completion a signed ‘*Building Regulations Self-Certification Certificate*’. **If this certificate is not supplied it will lead you open to enforcement action and no completion certificates will be issued for the works.** For your information the householder should also receive a completed BS7671 Electrical Installation Test Certificate - make sure this is requested and obtained.

Please be aware that checks will be made that a Competent Persons Self-Certification Scheme member has been used for the electrical works. Failure to do so will lead you open to enforcement action and no completion certificates will be issued for the works.

Building Regulation Application Route.

Works carried out by electricians, who are not a member of a **Competent Persons Self-Certification Scheme** cannot “self-certify” their own work and must therefore submit a Building Regulation application.

All electrical work must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 16th edition wiring guidance and Building Regulation Part P (Electrical Safety). On completion of works a copy of installers Electrical Installation Test Certificate compliant with BS 7671 is to be provided to the householder and the Council.

AND

You must also arrange for a **Competent Persons Self-Certification Scheme** member to undertake sufficient installation inspections (prior to covering of wires etc) and completion testing inspections in accordance with BS7671. Sufficient inspections are to be made to allow the ‘*Competent Person*’ to sign a ***Electrical Installation Test Certificate compliant with BS 7671 and any defective work found will have to be corrected as required. In all cases this certificate must also be provided to the Council with a copy provided to the building owner.***

If your contractor fails to have the second tests / installation checks carried out and provide both the above BS7671 test certificates on completion – no completion certificate will be issued and enforcement action may be taken against the householder.