

BUILDING REGULATIONS

BUILDING NOTICE

The Building Act 1984
The Building Regulations 2010 as amended

BUILDING REGULATION
APPLICATION NUMBER _____

Bolton Council

Development and Regeneration Department

Building Control,
Town Hall, Bolton, BL1 1RU

Telephone: (01204) 336033
FEE ENQUIRIES: (01204) 336033

This form is to be filled in by the owner or agent. Please type or use block capitals. If you are unfamiliar with this form please read the notes on the reverse side or consult the office indicated above.

1 APPLICANT'S DETAILS (see note 1) (Please give details of names in full)
Mr/Mrs/Ms Surname _____ Forenames _____
Address _____
Postcode: _____ Tel: _____ Fax: _____ e-mail: _____

2 AGENT'S DETAILS (if applicable)
Mr/Mrs/Ms Surname _____ Forenames _____
Address _____
Postcode: _____ Tel: _____ Fax: _____ e-mail: _____

3 LOCATION OF BUILDING TO WHICH WORK RELATES
Address _____

Postcode: _____ Tel: _____ Fax: _____

4 PROPOSED WORK
Description _____

5 COMMENCEMENT DATE if known (see note 6)

6 USE OF BUILDING
1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____

7 TOWN AND COUNTRY PLANNING ACTS
1. Has an application been submitted or determined for the proposed work under the Planning Acts?
YES / NO
2. If YES please give reference number: _____

8 DISABLED PERSONS (see note 9)
Do these works fall into any of the categories set out in **Note 9** **YES / NO**

9 DOMESTIC ELECTRICAL WORK: (TO BE COMPLETED FOR ALL DOMESTIC APPLICATIONS THAT INCLUDE ELECTRICAL WORK)
Will the electrical work be carried out by a contractor who is who is registered with a Part P self-certifying scheme? **(see note 10)** **YES / NO**
If YES please supply the name of the body operating the scheme:

If NO, it is important that you read note 11 and fully understand its implications.



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TYPE OF WORK including CHARGES (see note 7)

NEW BUILD (See Advice Note 3)	PLAN FEE	VAT	TOTAL	INSPECT. FEE	VAT	TOTAL
No. of Dwellings: _____	£	£	£	£	£	£
HOUSE EXTENSIONS, GARAGES AND CARPORTS (See Advice Note 2)						
Floor Area: _____m ²						
ALTERATIONS AND LOFT CONVERSIONS (See Advice Note 1)						
Estimate: _____	£	£	£	£	£	£
		TOTAL	£		TOTAL	£



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STATEMENT

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 11 (1) (a)

Name: _____ Signature: _____ Date: _____

Once the form is completed please detach from the Guidance Notes and return with the relevant fee to:
Development and Regeneration Department, Building Control, Town Hall, Bolton, BL1 1RU. **Tel:** (01204)
336033 / **E-mail:** building.control@bolton.gov.uk

GUIDANCE NOTES

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building's owner.
2. Only one copy of this notice should be completed and submitted.
3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
 - 3.1 A BLOCK PLAN TO A SCALE OF NOT LESS THAN 1:1250 SHOWING:-
 - 3.1.1 The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 3.1.2 The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
 - 3.1.3 The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - 3.1.4 The provision to be made for the drainage of the building or extension.
4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this Building Notice shall be accompanied by a statement as to:-
 - 4.1 The name and type of insulating material to be used;
 - 4.2 Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
 - 4.3 Whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
5. Where the proposed work involves the provision of an un-vented hot water storage system, this Building Notice shall be accompanied by a statement as to:
 - 5.1 The name, make model and type of hot water storage system to be installed.
 - 5.2 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 in the Building Regulations 2000 as amended;
 - 5.3 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.
6. Persons carrying out building work must give 2 days notice before commencement of the work.
7. A fee is payable on submission of the Building Notice. (see Advice Notes 1-3)

The fee covers all necessary site visits up to satisfactory completion of the work.

Guidance Notes on Fees are available on request.
8. Persons proposing to carry out building work demolition or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
9. Applications for work which is exclusively for people with disabilities.

In order for works to be exempt from charges they must comprise of;

 - 9.1 **Alterations which are:-**
 - (i) solely for the purpose of providing **means of access** to enable disabled persons **to get into or out of an** existing building and **to or from any part of it** or from any part of it or of providing **facilities** designed to secure the greater health, safety, welfare or convenience of such persons; and

- (ii) is to be carried out in relation to:
 - (a) An existing building to which members of the **public** are admitted. or;
 - (b) An existing dwelling which is, or is to be, occupied by a disabled person

9.2 Extensions to a dwelling, which the sole use of the room is:-

- (i) for the carrying out of medical treatment of a disabled person which cannot reasonably be carried out in any other room in the dwelling; or
- (ii) for the storage of medical equipment for the use of a disabled person; or
- (iii) to provide **necessary accommodation** or a **necessary facility** by **adapting or replacing accommodation** or a **facility which already existed** within the building which was **incapable** of being used, or **used without assistance**, by the disabled person.

10. Electrical work that is notifiable to Building Control under Part P of the Regulations must be carried out in accordance with those Regulations by a competent person who is registered with one of the following; BRE Certification Limited; British Standards Institute; ELECSA Limited; NICEIC Certification Ltd; N.A.P.I.T. (Please see the Electrical Safety Advice Note available from Bolton Building Control Services)
11. The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost to the applicant and may cause a delay (arranging for another electrician to carry out an inspection and test). Any electrical installation undertaken by someone who is not registered with NICEIC or ECA must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.

BS 7671 Electrical Certificates for new installations, rewires and adding new circuits to an existing installation

If the electrical contractor **is** a member of NICEIC or ECA, they must complete an **Installation Certificate (Form 1)**

If the electrical contractor **is not** a member of NICEIC or ECA, they must complete the **Design and Construction parts of the Installation Certificate (Form 2)** (as amended) **and** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA or Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form.

In both instances the electrical contractor is required to complete **Schedule of Inspection (Form 3)** and **Schedule of Test Results (Form 4)**

Additional Sockets or Lighting points to all existing installation in a kitchen or special location.

If the electrical contractor is a member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5)**.

Completed copies of the appropriate forms must be deposited with the Authority upon Completion of the work; failure to do so will prevent the Authority from issuing a Completion Certificate and may lead to Enforcement action taken against you and/or your electrical contractor. Homeowners would be advised not to pay contractors until these electrical work certificates have been provided and the building work complies with the Building Regulations.

You are advised that the preferred route to approval is for you to use an electrical contractor who is registered under a Competent Persons Self Certification Scheme.

12. This Building Notice shall cease to have effect three years after the date it is given to the Local Authority unless the work has been commenced or the material change of use has been made prior to the expiry of that period. Further information and advice concerning Building Control and Planning matters may be obtained from www.bolton.gov.uk
Tel: (01204) 336033 **E-mail:** building.control@bolton.gov.uk
13. Work on or close to party walls etc is controlled by the Party Wall Act 1996. This places a duty on the owner(s) of the building where the work is being carried out to give notice to any affected neighbour(s). You are advised to consider the impact of the Party Wall Act 1996 and serve any appropriate notices. The Council does not enforce the Party Wall Act; it is a civil matter between neighbours. Agents should advise their clients accordingly.
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