

## Building Regulations Building Notice Application Form Guidance Notes

Please also refer to our Guidance Note for the roles and responsibilities of the relevant Duty Holders. This is appended to this application pack and can also be found on our website. Alternatively, you can ask one of our team for more information.

1. A Building Notice Application cannot be used in the following circumstances. A Full Plans application must be used instead:
  - Where it is proposed to erect a building, extension or carryout underpinning within 3m of a drain or sewer shown on the relevant map of public sewers so that consultation can be made with United Utilities; and
  - Where the work is being carried out to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies.
2. The applicant is the person on whose behalf the work is being carried out, e.g. building owner.
3. One copy only of this Notice need be completed and submitted.
4. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following a block plan to a scale of not less than 1:1250 showing:-
  - The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries.
  - 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.
  - The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
  - The provision to be made for the drainage of the building or extension.
  - The number of storeys in the building to which the proposal relates.
5. Where the work involves the insertion of insulating material into the cavity walls the notice should be accompanied with a notice that states
  - The name and type of insulation material to be used.
  - The name of any European Technical Approval issuing body which has approved the insulating material.
  - The requirements of Schedule 1 in relation to which body referred to above has approved the insulating material.
  - Any national standard of a of a member state of the European Economic Area to which the insulating material conforms.

- The name of any Body which has issued any current approval to the installer of the insulating material.
6. Where the building work involves the provision of a hot water storage system in relation to which paragraph G3 of Schedule 1 (hot water storage) imposes a requirement the notice should be accompanied by a statement which specifies:-
- The name, make, model and type of hot water storage system to be installed.
  - The name of the body which has approved or certified that the system is capable of performing in a way that satisfies the requirements of paragraph G3 of Schedule 1.
  - The name of the body that has issued any current registered operative identity card to the installer or proposed installer of the system.
7. The Building Notice charge is calculated in accordance with our current Scheme of Fees and Charges and is payable at the time of submission. Guidance can be found in the Scale of Fees and Charges for Building Control.
- A fee is payable on submission of the Building Notice.
  - The fee covers all necessary site visits up to satisfactory completion of the work.
8. Subject to certain provisions of the Water Industry Act owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days' notice to the appropriate authority.
9. These notes are for general guidance only particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 (as amended).
10. People proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts.
11. A Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that date.
- 12. Applications for work which is exclusively for people with disabilities.**

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

**Alterations which are:-**

1. 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
2. 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

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

1. 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
  2. for the storage of medical equipment for the use of a disabled person; or
  3. 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.
- 13.** 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)
- 14.** 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.**

- 15.** 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.

# Bolton Council

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[www.bolton.gov.uk/planning](http://www.bolton.gov.uk/planning)

The Council does not enforce the Party Wall Act; it is a civil matter between neighbours. Agents should advise their clients accordingly.

## Having Difficulty?

If you require any further information or advice, please contact [building.control@bolton.gov.uk](mailto:building.control@bolton.gov.uk)