

Place Directorate

BUILDING NOTICE

Application Number:

Planning & Building Control

Tameside MBC, PO Box 304, Ashton
Under Lyne, Tameside, OL6 0GA

Call Centre 0161 342 8355

The Building Act 1984

The Building Regulations 2010 (as amended)

This form is to be filled in by the person (or his/her agent) who intends to carry out building work. Please read the notes overleaf.

www.tameside.gov.uk

Email: building.control@tameside.gov.uk

Please use block capitals.

IMPORTANT NOTE – PLEASE SUPPLY A SITE PLAN AND SEPARATE CHEQUES MADE PAYABLE TO 'TAMESIDE MBC' FOR ALL PLANNING & BUILDING REGULATION SUBMISSIONS.

1. Applicant's details (see note 3)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

2. Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

3. Location of building to which work relates

Address:

Postcode:

4. Proposed work

Description (see note 4):

Proposed Use: _____

Number of storeys: _____

Is the proposed work or any part of it subject to a current LANTAC approval (see note 6) **YES / NO**

5. Domestic Electrical Works (This must be completed where 'Notifiable Electrical' is to be undertaken)

1. Will a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation? **YES / NO**

If you are not using a 'Competent Person Scheme' member, by signing this form you are agreeing to have the installation inspection & testing carried out in accordance with the Council's & British Standard 7671 requirements (see note 4 & 13). Your electrician must also provide full details of the proposed installation, including wiring specification / layout plans and a completed installers competency validation sheet (available separately). An additional standard charge must be added to your charge payments as calculated overleaf.

Please note – by signing the form and agreeing to use a Competent Person Scheme Electrician for your electrical works, if you subsequently fail to do so you are then agreeing to submit a separate application for the notifiable electrical works and to pay a supplementary charge in accordance with our standard scale of charges BEFORE the electrical works commences.

2. If **Yes** please supply (if known) their Trade Association (e.g. NICEIC/ECA) and Registration Number:

Charges - please ensure you fully complete indicating all works to be undertaken (see note 7 and 10 and additional guidance sheets) *Strike through all non-applicable items.*

1. **If a new dwelling(s)** - please state number of dwellings: _____ and total: No. of house types: _____
2. **If a extension** - please state internal floor area: _____ m² Height: _____ m
Is there a basement to be formed? **YES / NO** (if yes remember to add additional charge below)
3. **If a Loft conversion** - please state loft internal floor area: _____ m²
Is a Dormer Proposed: **YES / NO** Location of dormers proposed e.g. front/rear: _____
Height of dormer: _____ m Dormer Height is not above ridge: **YES / NO**
4. **Window and door replacements** installed as part of main works - total replaced _____ number.
5. **Are thermal elements** to be replaced in addition to main works? **YES / NO** (if yes add additional charge)
6. **For alterations associated with extensions** (not listed elsewhere) specify estimated cost of alteration works excluding VAT £ _____ (ensure description lists works)
7. **If general alteration work only** - specify estimated cost of work excluding VAT: £ _____
8. **For underpinning works** – linear metres to be underpinned is _____ m
9. Is there a **change of use** of the premise? **YES / NO** (if yes remember to add additional charge below)
10. **‘Notifiable electrical works’** undertaken by ‘Non Part P Competent Person’: **None*** / **Full rewire*** / **Electrical works associated directly with works above*** / **Other electrical work***
(*delete inappropriate works)

CHARGES BREAKDOWN CALCULATION:

Charge: £ _____ plus VAT @20%: £ _____ Total: £ _____
Remember if you are not using a Part P registered electrician for ‘notifiable electrical works’ add to the total the additional electrical works standard charge.

1.

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 below.

Name:

Signature: _____

Date:

2.

Additional information:- List any other extensions / outbuildings built within building curtilage.

Planning Application number: (if applicable)

3.

Exemption from charges for disabled adaptations

In certain situations your application may be exempt from paying a charge. Unlike the planning process, the exemptions are restricted to situations where the proposals are in relation to a specific alteration, and do not normally cover the whole of the works being carried out. Please contact one of the building control team to discuss whether exemptions apply to your proposal. For information please see The Building (Local Authority Charges) Regulations 2010 for further information.

BUILDING NOTICE APPLICATION GUIDANCE NOTES.

1. One copy only of this notice should be completed and submitted. ***Note: you cannot use this notice where it is proposed to erect a building or extension over a sewer or drain shown on the map of public sewers or the works are to premises which are covered under the Regulatory Reform (Fire Safety) Order 2005 e.g. shops, factories, offices, public buildings etc and you must submit a 'Full Plans' 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 electrician'**
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, refer to note.
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 2010 and, in respect of charges, in the Building (Local Authority Charges.) Regulations 2010.
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. ***IMPORTANT NOTE – where you elect to use this application method NO Completion Certificates will be issued as for the 'Full Plans' application option.***

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 17th 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' or in TMBC guidance note 20 (available separately).

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 5 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 have answered YES to question 5 – please ensure that a scheme member is employed. If you change your mind after submitting your application and do not use a Competent Persons Scheme member, you must submit a separate Building Regulation application for the electrical works and pay an additional charge payment (refer to the standard charges sheet available separately).

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.** Also the householder should also receive a completed BS7671 Electrical Installation Test Certificate - make sure this is 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.

You are required to submit with the application - full details of the electrical works to be undertaken, including where appropriate wiring diagrams, circuit protective devices and evidence of the existing systems suitability to be adapted and pay the additional charge payment relevant to the electrical works being undertaken (refer to the standard charges sheet available separately).

'All wiring and electrical work must be designed, installed, inspected and tested by a *person qualified* to do so in accordance with the requirements of BS 7671, the IEE 17th 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 client and Local Authority.

AND

Prior to covering of all wiring / cables, the installation must be inspected by Building Control. This could include a second check and testing of the installation. *Any defective work found will have to be corrected at the owner's own expense.*

****A person qualified* to do so - will have appropriate qualification, knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS7671, be fully versed in the inspection and testing procedures contained in the regulations and employ adequate calibrated testing equipment. Building Control will expect suitable evidence is provided of a person's competency prior to accepting such persons BS7671 certificate – in the form of a competency evidence form refer to TMBC guidance note 20 (available separately).***