



Building Control Solutions

Building Notice

for works comprising solely of
Domestic Electrical Works



Building Control Solutions is a shared service on behalf of West Berkshire District Council and Wokingham Borough Council.

Email: help@bcsolutions.org.uk
Telephone: 0300 790 0580
Website: www.bcsolutions.org.uk

Reference
(For office use only)

Please refer to the notes and guidance overleaf to assist with completing this form

This form should ideally be completed by the Installer on your behalf. You need **only** submit a Building Notice where the installer is not registered with a Competent Person Scheme – **see note 10 overleaf**.

1 The building you want to work on

Address:

Post code:

2 Applicant details (see note 1) – Please give full name, postal and email address, and daytime telephone number

Full details or company name:

Address:

Post code:

Tel:

Email:

3 Installer's details

Name of Installer:

Address of Installer:

Post code:

Tel:

Email:

4 Installer's qualifications

5 Charges (see notes 3 and 4 and our separate Scheme of Charges)

Tick as appropriate

Do you want to be considered for disabled person's exemption? (See note 5) YES NO

6 The work you want to carry out (see notes 6,7 and 8)

Description of work including detailed drawings (schematics):

Expected date of commencement (See note 6):

Date first inspection required:

7 All electrical work is required to meet the requirements of Part P (Electrical Safety) and must be designed, installed, inspected and tested by a person competent to do so. Prior to completion, the Council must be satisfied that Part P has been complied with. This will require an appropriate BS: 7671: Electrical Installation Certificate to be issued for the work by a person competent to do so.

8 Freedom of Information

If you believe that the information is confidential, please tick here (See note 11)

YES

NO

9 Statement

I am sending this notice for the building work described above under Regulation 12(2)(a) of the Building Regulations 2010. I have enclosed the correct charge. **(Please make cheques payable to Building Control Solutions. Debit/Credit Card payments may also be made, please contact Building Control Solutions to make payment)**

Name:

Signature:

Date:

Guidance Notes

1. You are the person the work is being carried out for, for example the building's owner. If the owner is a company, please give the address of the head office.
2. You should fill in one copy of this form and send it to us.
3. You will usually have to pay a charge towards our having to inspect the work. The charge is a single payment, which covers all visits to the building site until the work is finished in line with Building Regulations.
4. We work out the charge for your building notice using current rules on charges. Your notice should be accompanied by the building notice charge. We will send you a copy of our scheme of charges on request or visit our website for details.
5. In certain **specific** circumstances, where work is **solely** for the benefit of people with disabilities, charges may not be payable. The law defines 'person with disabilities' as a person who is within any of the descriptions of persons to whom Section 29(1) for the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 28(1) by paragraph 11 of schedule 13 of the Children Act 1989. **The law states 'a certificate or letter is required from a health professional to this effect (for example from a doctor or occupational therapist) in support of an application for exemption of charges'.** Please contact Building Control Consultancy for further information about the liability to pay charges on particular projects for people with disabilities.
6. Notification of your intention to commence work must be given at least two days before work starts. This can be done by telephone or email. Contact details are shown at the top of the front page of this application form.
7. Notification of completion of the work must be given to the local authority to allow for inspection. A completion certificate can only be issued if the works comply with the Building Regulations. You are advised to contact us on commencement if you have any enquiries about compliance.
8. **We will issue a completion certificate only when the Council is satisfied that the work has been satisfactorily completed, after all necessary inspections have been undertaken.**
9. **This Building Notice ceases to have effect from 3 years after it is given to the local authority unless work has begun before the end of that period.**
10. Competent person schemes were introduced by the Government to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to submitting a building notice. A list of current schemes can be found on their web site at: <https://www.gov.uk/building-regulations-competent-person-schemes>
11. You should be aware that we may be compelled to release such information under the Freedom of Information Act. We will always consult you first, before we do so.

IMPORTANT: PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (If you haven't already done so you are advised to contact your local planning team, BEFORE ANY WORK ON SITE IS COMMENCED)

GENERAL DATA PROTECTION REGULATIONS

Information contained in this form is personal data which will be held securely in electronic and manual files. If you would like more information about how the Council uses your data, please see our Privacy Notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

Large text forms are available on request