



TRAFFORD BOROUGH COUNCIL

BUILDING REGULATIONS 2010

REGULATIONS 12 AND 13

BUILDING NOTICE

**Planning and Building Control, Trafford Council, Trafford Town Hall, Talbot Road,
Stretford, M32 0TH**

Tel: 0161-912 3015

E-Mail: building.control@trafford.gov.uk

FOR OFFICE USE ONLY – PLEASE LEAVE BLANK		Application Number :
Date fee received :		Amount received : £
Cheque no.:	Cash <input type="checkbox"/>	Receipt no.:

1	Applicants Details:	
	First Name(s) (in full): Mr/Mrs/Ms	Surname :
	Address:	
	Post Code:	Telephone:
	Fax:	email:

2	Agents Details:	
	Name (Company Name):	Contact Name:
	Address:	
	Post Code:	Telephone:
	Fax:	email:

3	Address of the building or site to which this work relates:	
		Post Code:

4	Main Contractor Details:		Contact Name:
	Address:		
	Post Code:	Telephone:	email:

5	Description of Proposed work:	
	Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Number of storeys in the building:	Anticipated date of commencement:
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6	Associated Planning Application:	
	If a Planning Application has been submitted in respect of this work please give reference number:	

7	Use of the Building: (eg Domestic, Office, Shop etc)	
	1. Existing	
	2. Proposed	

8	Domestic Electrical Work: (to be completed for all domestic applications that include electrical work)	
	Will a competent electrician who is registered with a Part P self-certifying scheme carry out the electrical installation? (please tick the appropriate box)	
	Yes <input type="checkbox"/> - Please supply contractors Trade Association (eg NICEIC ELECSA) Reg. Number:	
	No <input type="checkbox"/> - (if no see note 12, overleaf)	

9	Building Control Charge: (see guidance note)	
	Total floor area of new building or extension:	m ²
	Estimated cost: £	
	Building Notice Charge: £	VAT @ 20% £
	Total: £	

Cheques should be made payable to – TRAFFORD BOROUGH COUNCIL

Please note that this charge is non-refundable

10	This Notice is given in relation to the building work as described and is submitted in accordance with Building Regulation 12(2)(a)	
	Name (Print): Mr/Mrs/Miss/Ms	
	Signature:	Date:

Guidance Notes

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner. The applicant's first name and surname must be included together with the correct postal code. In the case of other applicants eg: commercial, charitable or other organisations please include the full details of the organisation ie, limited or non-limited and contact name of the initiating department.
2. One copy only of this notice should be completed and submitted.
3. Where the proposed work includes the erection of a new building or extension this notice should 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
4. Where it is proposed to erect a building or an extension over existing underground services eg: gas, electricity, water, telecoms; the building owner or the building contractor must contact the relevant statutory undertaker to arrange for their diversion.
 5. 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:-
 - The name, make, model and type of hot water storage system to be installed
 - 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;
 - 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. LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including the name of the Partner Authority, in Section 6. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclosure a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from LABC Services, Third Floor, 66 South Lambeth Road, London SW8 1RL.
 7. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
 8. The Building Notice fee is a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
 9. The building notice fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Notice on Fees is available on request.

Leaflet 1 specifies the building notice fees payable for small domestic buildings. Leaflet 2 specifies the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Leaflet 3 specifies the fees payable for all other cases.

10. Subject to certain provisions of the Public Health Act 1936 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.
11. These notes are for general guidance only; particulars regarding the submission of Building Notices are contained in Regulation 12 and 13 of the Building Regulations and, in respect of fees, in the Building (Charges) Regulations.
12. The Council will require that you provide certification of satisfactory testing and inspection for all electrical work not carried out under the Competent Persons Scheme. See website link below. 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).
<http://www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes/existingcompetentperson/>

Any electrical installation undertaken by someone who is not registered with a Competent Persons Scheme must provide an installation certificate, together with a test certificate prepared by a member of a Competent Persons Scheme.

- **New electrical installations, rewires and adding new circuits to an existing installation**

If the electrical contractor is a member of a Competent Persons Scheme, they must complete an Installation Certificate (Form 1) BS 7671 (as amended).

If the electrical contractor is not a member of a Competent Persons Scheme, they must complete the Design and Construction parts of the Installation Certificate (Form 2) BS 7671 (as amended) and you are required to arrange for an electrical contractor who is a member of a 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 (Form 3) Schedule of Inspection and (Form 4) Schedule of Test Results.

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

If the electrical contractor is member of a Competent Persons Scheme or is qualified with City and Guilds Certificate 2391, or equivalent they must complete the Minor Works Certificate (Form 5).

Copies of the appropriate forms must be deposited with the Authority at 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.

The preferred route to approval is for you to use an electrical contractor who is registered under a Competent Persons Self Certification Scheme.

13. 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. Also the issue of a Building Regulation approval does not operate as an approval for the purpose of any other statutory provision eg: Party Wall Act, Health & Safety at Work Act etc.

If there is any doubt about if the work you are embarking on requires approval, do not hesitate to discuss it with your Local Authority Building Control Office.

You should be aware that in order to comply with the Freedom of Information Act 2000, any information supplied by you and held by the Council may be subject to disclosure, in response to a request, unless one of the exemptions in the act applies.