

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building's owner.

2. Two copies of this notice should be completed and submitted along with a location plan to a scale of 1:1250 or 1:2500 clearly marking the boundary in red.

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/SITE PLAN to a scale usually 1:500 or 1:200 clearly marking the boundary in red 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;

4. Please describe what the proposed work involves.

5. Please state what date the work originally commenced and if the works were for an extension please indicate the total internal floor area of the new building

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

6.1 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

6.2 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.

7. Please give details of the Use of the building.

8. 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.