

Guidance notes

- 1 You should complete and submit one copy of this notice.
- 2 Where the proposed work includes the erection of a new building or extension you must send with this notice:
 - 2.1 a block plan to a scale of not less than 1:1250 showing:
 - 2.1.1 the size and the position of the building, or the building as extended. And the size, position and use of every other building or proposed building within the boundary of the property;
 - 2.1.2 the boundary showing the extent of the building, or the building as extended. And the size, position and use of every other building or proposed building within that boundary;
 - 2.1.3 the width and position of any adjacent street, road, passage, path, canal, railway or river; and
 - 2.1.4 the provision to be made for the drainage of the building or extension.
 - 2.2 where it is proposed to erect the building or extension over or within 3m of the centre line of any drain or sewer shown on the relative map of public sewers, you will be required to deposit a '**Full Plans Submission**' for the work and provide details of how you intend to protect the drain or sewer from damage.
- 3 Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building you must send with this notice a statement with:
 - 3.1 the name and type of insulating material to be used;
 - 3.2 whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
 - 3.3 whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
- 4 Where the proposed work involves the provision of an unvented hot water storage system, you must send with this notice a statement with:
 - 4.1 the name and type of system to be provided;
 - 4.2 the name of the body who has approved the system;
 - 4.3 the name of the body who has issued a current registered operative identity card to the installer.
- 5 You will need to provide certification of satisfactory testing and inspection for all electrical work not carried out under the Competent Persons Scheme. This may unfortunately increase the cost and may cause a delay when arranging for another electrician to carry out an inspection and test.

If the electrical installation is carried out by someone who is not registered with NICEIC or ECA then they must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.

New electrical 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) BS 7671 (as amended).

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) BS7671 (as amended). You will need to arrange for an electrical contractor who is a member of the NICEIC, ECA or Competent Persons Scheme to inspect and test the installation so that the Inspection and Testing part of the form can be completed.

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 an existing installation in a special location.

If the electrical contractor is member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the Minor Works Certificate (Form 5).

You must send copies of the appropriate forms to us when the work is completed. If you don't do this we can't issue a Completion Certificate and this 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.

- 6 The prescribed fee is payable on deposit of the Building Notice. A Guidance Note on fees is available on request.
- 7 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premise 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 us at least 21 days' notice.
- 8 These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations. In respect of fees, in The Building (Local Authorities Charges) Regulations.
- 9 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.
- 10 You can get further information and advice concerning Building Control and Planning matters may be obtained from our officers.

Telephone: 01942 489144

The information given by you on this form is held and controlled by Wigan Council.

The information is held for the purposes of the council's functions under the Building Act 1984. The information provided may be disclosed to third parties who make legitimate enquiries regarding the application of the Building Act 1984 to the buildings concerned.