

## Guidance notes

- 1 The applicant is the person who is having the work done, for example, the building's owner. The applicant's first name and surname must be included, together with the correct postcode. In the case of other applicants such as commercial, charitable or other organisations please include the full details of the organisation, whether it is limited or non-limited and contact name.
- 2 Two copies of the plans, particulars and this notice should be completed and submitted in accordance with the provisions of Building Regulation 14. Together with a block plan of not less than 1:1250 showing the size and position of the building, or the building as extended and its relationship to adjoining boundaries. This is commonly known as a block plan.
- 3 Where Part B (Fire Safety) imposes a requirement in relation to proposed building work, two further copies of plans showing compliance with the requirements should be sent to us.

In most cases a Full Plans submission attracts a fee. This is paid by the applicant or person on whose behalf the work is to be carried out. Most fees are payable in two stages. The first fee must be sent with the deposit of plans and the second fee is payable after the first site inspection of work in progress. The second fee is a single payment that covers all site visits and consultations which may be necessary until the work is satisfactorily completed.

Schedule 1 details the plan and inspection fees payable for small domestic buildings. Schedule 2 details the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 details the fees payable for all other cases.

The fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance notes on fees which is available on request.

- 4 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. If you wish to make such connections you must give us at least 21 days' notice.

Where it is proposed to erect a building or an extension over existing underground services, for example, gas, electricity, water, telecoms, the building owner or the building contractor must contact the relevant utility provider to arrange for their diversion.

- 5 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 8. If the work proposed or any part of it is subject to a LANTAC approval, please answer YES and include a copy of the appropriate current certificates. If there is any variation in this proposal from that shown on the LANTAC type approval plans you should draw attention to it in a covering letter. Further information on LANTAC schemes is available from Local Building Control Services Office, LANTAC, Local Government House, Smith Square, London SW1 3HZ or from our Building Control Section.

- 6 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.
- 7 The issue of a building regulation approval does not operate as an approval for the purpose of any other statutory provision, for example, Party Wall Act, Health and Safety at Work Act and so on.
- 8 You will need to provide certification of satisfactory testing and inspection for all 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.

- 10 These notes are for general guidance only, details about the deposit of plans are contained in Regulation 14 of the Building Regulations and about fees in the Building (Local Authority Charges) Regulations.
- 11 If you are planning to carry out building work or make a material change of the use of a building, permission may be required under the Town and Country Planning Acts.
- 12 Please contact Wigan & Leigh Housing, Unity House, Westwood Park Drive, Wigan, WN3 4HE, if your house is a council property before submitting this form.

**All fields with \* are mandatory**

**If you are in any doubt of whether the work you are having done needs approval, please discuss it with us.**

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**Postal Address: Places Directorate, Wigan Council, PO Box 100, Wigan, WN1 3DS**

**Email: [planningrepresentations@wigan.gov.uk](mailto:planningrepresentations@wigan.gov.uk) Website: [www.wigan.gov.uk](http://www.wigan.gov.uk) Telephone: 01942 489144**

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