

**BUILDING NOTICE
ELECTRICAL SAFETY APPLICATION**

This form is to be filled in by the person who intends to carry out the work or agent. If the form is unfamiliar please consult the office indicated. Please type or use **BLOCK CAPITALS**.

Applicant or Owner

Name: _____
Address: _____
Post Code: _____ Tel: _____
Mobile Tel: _____ E-mail Address: _____

Agent or Electrician/Installer(if applicable)

Name: _____
Address: _____
Post Code: _____ Tel: _____
Mobile Tel: _____ E-mail Address: _____

3 Location of building(s) to which the work relates

Address: _____
Post Code: _____ Tel: _____

Use of Building

If new building or extension, state proposed use: _____
If existing building, state present use: Single Dwelling Flat Other Use If other, please specify: _____

NB: If the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies to the building or will it apply after the completion of the building work you must use an installer registered with a 'Competent Persons' scheme.

5 Proposed Work

Electrical work in connection with the rewiring of a dwelling
Electrical work in connection with the extension to an existing electrical circuit

Please Note:

If the electrical work relates to the construction of a new dwelling or an extension there are no additional fees to be paid relating to the electrical installation and no additional application will need to be submitted.

Is the work to be carried out by an installer not registered with a Part P Competent Persons self-certification scheme but is qualified to complete a BS 7671 Installation Certificate Yes No

If yes, a copy of the BS 7671 Installation Certificate will need to be provided to Building Control following completion of the works and prior to requesting a completion inspection with Building Control.

6 Commencement

Is the date of commencement known? Yes No * As well as commencement, there is a legal requirement to notify the Council at various stages (See Reverse).
If yes, state date of commencement:*

7 Fees and Payments (for details of charges please see separate Building Notice fee charges sheet)

Type of Work/Schedule	Charge
Please state estimated cost of work excluding VAT:	£ <input type="text"/> £ <input type="text"/>

Where two or more dwellings are within the same building envelope the amount payable in respect of each dwelling is discounted by up to 30% depending upon the number of dwellings involved. Please contact Building Control to discuss the discount involved.

8 Statement

This notice, given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2)(a) and is accompanied by the appropriate fee including VAT. £ _____

Name: _____ Signature: _____ Date: _____

On Behalf of: _____

GUIDANCE NOTES (Electrical Safety)

This application need only be made when a person other than an electrical installer, who is registered with a Competent Persons Scheme, intends to carry out electrical installation works within a domestic property.

Submitting the Application

Supply one copy of the form completed together with any additional information.

Section 1: Applicant or Owner

Section 2: Agent

You, the applicant/Owner, may complete these forms yourself or you may employ an agent (e.g. electrical installer) to do them for you. If an agent completes the form, all correspondence from this Department will be sent to them.

In supplying details of mobile/other telephone numbers and e-mail addresses, it is accepted that these may be used to contact you.

Section 3: Location of Building(s)

Stipulate the address of the building(s) to which the work relates. To ensure that the location of the building(s) is/are readily identifiable, please provide:

- a) a street name, number and postcode; or
- b) a location plan of a scale not less than 1:1250.

Section 4: Use of Building

Indicate the present use of the building(s).

You cannot use the building notice procedure where work is to be carried out to a building which the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies, or will apply after the completion of the building work. You must make a Full Plans application.

Buildings to which the RRO will apply include offices & shops, factories and warehouses, sleeping accommodation, residential care premises, education premises, places of assembly, theatres & cinemas, healthcare premises, transport premises and to the common parts of buildings containing residential flats.

Section 5: Proposed Work

Indicate the nature of the electrical work to be undertaken as part of the application.

Section 6: Commencement

A person who proposes to carry out the work shall not commence the work unless:

- a) He/she as given the local authority notice that he/she intends to commence work; and
- b) At least two days have elapsed since the end of the day on which he/she gave the notice.

Section 7: Fees and Payments

- a) Fees are based upon the nature of the electrical work to be undertaken and are stated on the front of this form.
- b) Completed applications should be emailed, posted or hand delivered to our duty officer using the details on the right.

Fees can be paid by debit or credit card by calling **(01226) 772678** between 9am to 5pm Monday to Friday, and 9am – 4:30pm on Fridays. Please have your card details ready before calling.

INSPECTION REQUESTS

You are required to notify this authority once the following stages of work have been reached:

First Fix

This is the pre-plasterboarding stage where all wiring runs are visible to the inspector.

Completion

Completion, which happens after all work is complete, concerns the testing of all electrical installations undertaken as part of the application.

Note:

Any installer not registered with a Part P Competent Persons self-certification scheme but is qualified and insured to complete a BS 7671 Installation Certificate only need make arrangements for a completion inspection to be carried out and need not notify us at first fix stage.

Please Note:

If the electrical work relates to the construction of a new dwelling or an extension, no additional application will need to be submitted unless works are to be undertaken by an installer not registered with a Part P Competent Persons Scheme, or qualified to complete a BS 7671 Installation Certificate.

FURTHER INFORMATION

If you still have any questions you can contact us:

In person: We provide a drop-in service at Westgate Plaza One (ground floor reception area), Westgate, Barnsley, S70 2DR Monday to Friday, 9:30am to 1pm.

Telephone: (01226) 772678 between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays.

E-mail: buildingcontrol@barnsley.gov.uk

Post: Building Control Services, Place Directorate, Barnsley MBC, PO Box 634, BARNLSLEY, S70 9GG.

Website: www.barnsley.gov.uk/buildingcontrol