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SURVEYING & PROPERTY SERVICES

BUILDING REGULATIONS GENERAL GUIDANCE NOTES

Thank you for picking up our information pack on Surveying and Property Services and, as you are no doubt considering undertaking Building Work, I trust that you will find the information included of assistance to you.

The majority of building work requires consent under the Building Regulations; however, some types of minor works are not subject to control (see exemptions overleaf). Building works are generally termed the construction of new buildings, extensions and alterations (both internal and external), underpinning, the installation and alteration of drainage works and sanitary fittings, the installation of boilers, replacement windows, chimneys, unventilated hot water storage systems, electrical installations/rewiring (see Electrical Safety Guidance Note) alternations to access and facilities for both disabled people and the Fire Brigade.

If in doubt, ask.

BUILDING REGULATION CONSENT IS OBTAINED BY SUBMITTING EITHER:

A A Full Plans Building Regulation Application

This is where detailed plans of the proposed building works are submitted, together with application forms and appropriate charge (see Scheme of Charges). If further information or clarification is required, you or your agent will be advised accordingly. Where plans/specifications meet the requirements of the Building Regulations, a formal Notice of Approval is issued and, when completed, providing all works will comply with the Building Regulations, a Completion Certificate is issued.

OR

B A Building Notice

This consists of a Notice, appropriate charge (see Scheme of Charges) and plan showing the size and position of any proposed building and drainage and any other information as shown listed on the rear of the Notice. Further details may be required at a later date.

There is no requirement to prepare and submit detailed drawings as would be necessary for Full Plans Applications, but the scope of the works must be clearly detailed. A plan is required if the works involve a new building or extensions.

No formal approval of plans is given but, providing all works comply with the Building Regulations and are fully inspected, a Completion Certificate will be issued.

Building Notices cannot be submitted for buildings where people work (this does not include domestic dwellings, i.e. home working) or where they front a private road or where they are within 3 metres of a public sewer.

BUILDING WORK DIRECTLY NOTIFIED TO THE LOCAL AUTHORITY

Where replacement windows are installed by members an approval self-certification Scheme (i.e. FENSA, CERTASS) and where electrical installations are undertaken by one of the approved electrical self certification schemes, then no action is necessary by the applicant as the local authority will be notified directly by the bodies running the schemes.

***EXEMPT BUILDING WORK NOT REQUIRING APPROVAL**

- 1 Greenhouses/agricultural buildings not used for retail, packaging or exhibiting and buildings used principally for the keeping of animals situated not less than one-and-a-half times their own height from a building and not containing sleeping accommodation or a dwelling, and are provided with exits at not more than 30m from any point within the building.
- 2 A small detached building not containing sleeping accommodation and not exceeding 15m² in floor area.
- 3 A detached single storey building not exceeding 30m² in floor area, constructed substantially of non-combustible materials and not containing sleeping accommodation.
- 4 A detached single storey building not exceeding 30m² in floor area not containing sleeping accommodation and at least 1 metre away from the boundary.
- 5 An extension at ground level consisting of a conservatory, covered way, carport or porch with a floor area not exceeding 30m² (see definitions below).
- 6 For minor Electrical Work not requiring approval see Electrical Safety Guidance Notes.

*(Note: certain electrical works to exempt structures listed in 1-5 above will require approval).

Definitions

- A conservatory - must be a structure where the roof and walls are substantially glazed with translucent material and any glass used in the construction is, where necessary, safety glass in accordance with Part N of the Building Regulations. It should not be used for habitable purposes nor form a route between different parts of the building. It should be separated from the rest of the building by walls/windows/doors.
- A covered way - must be sided
- A carport - must have two sides open (doors would not constitute an open side).
- A porch - used solely as a covered entrance and any glass used in forming the porch must, where necessary, be safety glass in accordance with Part N of the Building Regulations.

Please Note

- (1) Charges are payable for both Full Plans Applications and Building Notices. These are the same whether you submit Full Plans or a Building Notice - see Scheme of Charges.
- (2) Those undertaking building work have a legal obligation to notify the Local Authority at certain stages of work, to enable inspections to be carried out, e.g. commencement, excavations, drainage, damp-proof course, electrical wiring/fittings.
- (3) For advice on applications for Regularisation Certificates, contact Surveying & Property Services direct.

ELECTRICAL SAFETY GUIDANCE NOTE

INTRODUCTION

From 1st January 2005 all new applications under the Building Regulations, will have to meet the Electrical Installation requirements of the Building Regulations (Part P). These requirements apply to houses, flats, bungalows, common areas of flats and businesses which have a shared supply with a dwelling, e.g. public houses with a flat above.

The type of electrical installation work now controlled under the Building Regulations are:

- (a) Electrical wiring installations for new build and extensions
- (b) Electrical wiring installations associated with the adding/rewiring of electrical circuits to an existing installation
- (c) additional electrical installations within a high risk area; e.g. bathrooms, kitchen or shower rooms
- (d) The provision of fixed electrical wiring installations to supply outbuildings such as garages, sheds, garden lighting or ponds, etc

See attached sheet for examples of electrical installations requiring Building Regulation consent and also examples of electrical installations which are exempt from the requirements of the Building Regulations.

FULL PLAN APPLICATIONS AND BUILDING NOTICES

An application/notice to include either:-

- (a) a statement confirming that all electrical work will be designed and carried out by a competent person, being a member of an approved self-certification scheme;

OR

- (b) wiring diagrams/plans and full design specifications for the proposed electrical installation to be submitted as part of the application/notice.

THE INSTALLATION OF ELECTRICAL WIRING/CABLING

If the electrical works are being undertaken by a member of one of the self-certification schemes, the local authority surveyor will not check the installation of the electrical wiring/cabbling.

Where, however, the installer is not a member of one of the self-certification schemes, the local authority surveyor will inspect the electrical wiring prior to it being covered over. Those carrying out the installation will therefore need to notify the local authority prior to covering over to ensure that an inspection is undertaken. Failure to notify the Local Authority would result in a completion certificate not being issued.

INSPECTION OF ELECTRICAL FITTINGS

If the electrical works are being undertaken by a competent person, being a member of one of the self-certification schemes, the local authority surveyor will not need to check the electrical works in progress.

Where, however, the installer is not a member of the self-certification schemes, the local authority surveyor, in accordance with BS7671, will need to inspect the wiring to the electrical fittings (electrical sockets, light fittings etc). This may be carried out at phases of the work or at the completion of the electrical installation or, if more convenient, at the completion of the building work as a whole. However, whenever the inspection is carried out, it will be for the applicant to ensure that the electrical supply is disconnected and that all the fittings are wired in but detached from their fixings, to enable the visual inspection to be carried out.

It is not the local authority surveyor to disconnect the electrical supply or to screw or unscrew any fittings, only to inspect them.

CHARGES

Where the installation is being installed and certified by a member of a self-certification scheme, no charge is payable for the Electrical Installation part of the work.

In all other situations, a charge would be payable. Where the electrical installation is part of an extension or a new dwelling, the work would be included within the standard charge for Tables 1 and 2. All other work would be calculated as the cost of the work under Table 3.

APPROVED SELF-CERTIFICATION SCHEMES

For all electrical installation work:

BRE Certification Ltd	Telephone:	0870 609 6093
British Standards Institute		01442 230442
ELECSA Ltd		0870 749 0080
NAPIT Certificates Ltd		0870 444 1392
NICEIC Certificate Services Ltd		080013 0900

For electrical work necessary to carry out their installations:

CORGI Services Ltd (Gas)	Telephone:	01256 372200
OFTEC (Oil Fired Boilers)		0845 658 5080

Where work is being undertaken by a member of one of the above schemes, no formal Building Regulation Application/Notice is required. The electrical body running the scheme will notify the local authority direct. A copy of the test certificate will still, however, be required.

Do not confuse Building Regulations consent with Town and Country Planning permission. These are separate issues and in the majority of cases you will need approval for both.

If you have any queries concerning Planning Permission contact Planning Services direct.

CHECKLIST OF WHETHER WORK CONTROLLED UNDER THE BUILDING REGULATIONS

Whether or not work is controlled is dependent on the nature of installation work proposed and its location within the dwelling. The location is important because some 'special installations or locations', such as kitchens and bathrooms, may pose a greater risk to people.

Type of Proposed Work	Location	
	Areas outside of bath/shower rooms and kitchens	Within a bath/shower room or kitchen (special Location)
Complete new/rewire of installation	Yes	Yes
Consumer unit change	Yes	Yes
Installing a new shower circuit	Yes	Yes
Installing an additional socket	No	Yes
Installing an additional light	No	Yes
Addition of fused connection unit to ring final circuit	No	Yes
Installing a new cooker circuit	Yes	Yes
Connecting a cooker to an existing connection unit	No	No
Installing or upgrading main or supplementary equipotential bonding	No	Yes
Replacing a damaged cable for a single circuit	No	No
Replacing a damaged socket outlet	No	No
Replacing a light fitting	No	No
Installing extra low voltage lighting (not CE marked sets)	Yes	Yes
Taking a new supply or circuit to a porch, conservatory, garden shed, garage or greenhouse	Yes	N/A
Installing an additional socket in the above locations	No	N/A
Installing an additional light fitting in the above locations	No	N/A
Installing a pond pump via a fixed supply	Yes	N/A
Installing a hot air sauna	Yes	Yes
Installing a solar photovoltaic power supply	Yes	Yes
Installing ceiling or floor heating	Yes	Yes
Installing a small scale generator	Yes	Yes
Installing garden lighting via a fixed supply	Yes	N/A
Installing an external power supply	Yes	N/A

THE ABOVE IS NOT A COMPREHENSIVE LIST OF ALL THE DIFFERENT TYPES OF ELECTRICAL INSTALLATIONS THAT ARE POSSIBLE. IF IN DOUBT, ASK.