



Website: [www.dover.gov.uk](http://www.dover.gov.uk)

# Building Notice



Telephone 01304 872495 Fax 01304 872360

If you have any queries please contact the Building Control team for assistance on 01304 872495.

## 1. Applicant details (see note 1)

Name.....  
Address.....  
Postcode..... Telephone number.....  
e-mail.....

## 2. Agent details (see note 2)

Name .....  
Address.....  
Postcode..... Telephone number.....  
e-mail.....

## 3. Location of building to which work relates and description of proposed work (see note 3)

Address.....  
Number of storeys..... Use of building.....  
Proposed Works.....  
.....

## 4. Commencement date (see note 4)

Date work will commence (if known).....

## 5. Builders details (see note 5)

Builders Name.....  
Address.....  
Postcode..... Telephone number.....  
Email address.....

**Please return to:** Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent. CT17 0JA

**6. Type of proposed work (see note 6)**

<b>Table 1 – Creation of or Conversion to New Dwellings</b>	<b>No. of properties</b>
1. New houses or flats up to 300m <sup>2</sup> floor area not exceeding 3 storeys and a maximum of 5 units. (Above 5 units please contact Building Control for an individual quote)	
2. Conversion to flats or houses not exceeding 3 storeys and a maximum of five units. (Above 5 units please contact Building Control for an individual quote)	

**Please note:** Where electrical installations are **not** to be certified by an installer registered with one of the Governments Competent Persons Scheme an additional charge of £192.31 (inc VAT) will be required for each unit. This is to enable checks and tests on the work to be made by our nominated contractor to establish that the work meets with the requirements of Approved Document P.

<b>Table 2 – Extensions and Specified Alterations to Domestic Buildings</b> (For work not listed in this table, please use Table 3 )	<b>Tick if applicable</b>
1. Single storey garage having a floor area not exceeding 60m <sup>2</sup>	
2. Single storey extension having a floor area not exceeding 6m <sup>2</sup>	
3. Extension having a floor area exceeding 6m <sup>2</sup> but not exceeding 40m <sup>2</sup>	
4. Extension having a floor area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	
5. Loft conversion having a floor area not exceeding 40m <sup>2</sup>	
6. Conversion of garage into living accommodation with a floor area not exceeding 30m <sup>2</sup>	
7. Recovering of roofs of cladding walls to a single dwelling	
8. Electrical installation to a single dwelling	
9. Replacement windows and / or doors – 4 units or less	
10. Replacement windows and / or doors – 5 or more units	

<b>Table 3 – Extensions and Alterations to a Single Domestic Building (other than those Specified in Table 2) and All Work to Non-Domestic Buildings</b>	<b>Estimated Cost</b>
<b>Please describe:</b>	
<b>Other works subject to individual fee quotation:</b>	<b>FQ Ref no.</b>

**7. Building Notice Charge (see note 7)**

Charge £..... plus VAT £..... Total charge enclosed £.....

**8. Check list and signature**

- ☐ I have completed all the relevant questions and read the notes on page 4  
☐ I have included a block plan at a scale of no less than 1:1250 (see note 10)  
☐ I have completed the Part P – Electrical Safety form on Page 3 (see notes 8 & 9).  
☐ I have included the correct fee and made the cheque payable to **Dover District Council**.

This complete form is given in relation to building work as described and in accordance with Regulation 12(2)(a) of The Building Regulations 2010.

**Name**..... **Signature**..... **Date**.....

**Please return to:** Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent. CT16 3PJ

# Part P – Electrical Safety

## Section 1

The new regulation, Part P – Electrical Safety, requires fixed electrical installations in dwellings to be suitably designed, installed, inspected and tested to provide reasonable protection to people from fire or injury. Also, sufficient information shall be provided so that persons wishing to operate, maintain or alter an electrical installation can do so with reasonable safety.

Part P applies to electrical installations in:

- Dwellings
- Combined dwellings and business premises having a common supply (e.g. shops).
- Common access areas and shared facilities in blocks of flats (e.g. Laundry rooms, but not lifts).
- Outbuildings such as sheds, detached garages and greenhouses.
- External situations associated with buildings (e.g. fixed lighting and pond pumps).

## Section 2

**Will the project involve electrical work that is notifiable? (Note 8)** Yes ☐ No ☐ (tick one box)

“**Notifiable**” means replacing the consumer unit, replacing 1 or more complete circuits, or any electrical work in special locations: kitchens, bathrooms & other wet areas including outside fixed wiring. (e.g. light in garden shed)

If you have answered Yes to Section 2 please read the information regarding the options available and complete the Statement of Intent below.

If you have answered No to Section 2 please sign below and leave Section 3 blank.

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 3

Compliance with Part P can be achieved via one of the following options:

- 1) **Self-certification by the person carrying out the electrical installation.**  
Note: Self-certification can only be given by a person who is registered with a government approved, competent persons scheme. This option is preferred by government and is likely to be the simplest and most economical. **See Note 9**
- 2) **Submitting a Building Regulation application to the Council for the fixed electrical work only.**  
This application will be in addition to that submitted for other work controlled by the Building Regulations and an additional charge will be payable as per Schedule 3 of Fees and Charges.  
Note: Where this option is chosen, the Council will arrange for a registered and competent person (acting as our agent) to carry out an inspection of the installation before covering up; and for an inspection and test of the completed installation.

**Statement of Intent. (Please indicate how you intend to comply with Part P).**

**I intend to follow option ..... detailed above in connection with the electrical installation at:**

Proposal: \_\_\_\_\_

Location: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicants' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Guidance Notes

1. The applicant is the person who is having the proposed building work carried out.
2. The agent is a person employed by the applicant to submit details of the proposed work. Generally communication from the Council about the application will be with the agent.
3. The intended use of the building or part, i.e. the extension to which the application refers to should be indicated. The number of storeys of new buildings or extensions should be stated and where alterations or conversions are proposed the number of storeys in the existing building should be noted.

**A Building Notice can usually only be submitted for work proposed for existing dwellings. For work to virtually all other types of building a Full Plans application will be required. If you are in any doubt please contact Building Control.**

4. Please indicate the date the work will commence (if known), this should be a minimum of 2 working days after this notice is given. Where the commencement date is unknown please ensure that Building Control is advised when the works will start.
5. Please state the name of the person that will be carrying out the works together with a contact telephone number.
6. Floor area means the area calculated when measured between the internal walls of the **proposed** building or extension at all floor levels. If you propose more than one extension the floor area of each can be added together. The formation of rooms in the existing roof space i.e. loft conversion, are treated as an extension.
7. The Building Notice charge payable can be found in the table of charges available separately from Building Control or on our website at [www.dover.gov.uk/planning/forms.asp#building](http://www.dover.gov.uk/planning/forms.asp#building). Where works covers two tables (i.e. table 2 & 3) the combined charge will be required. If you have any queries regarding our charges please contact us prior to submitting your Building Notice application.
8. Building Regulations 'Part P - Electrical Safety in Dwellings' apply to electrical works being undertaken to dwellings. All wiring and electrical works must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 17th edition wiring guidance. Failure to comply with these regulations is an offence, and the Council can pursue a prosecution for a fine against any person contravening them and it is also likely that it will not be possible to sell your property. Full details of these regulations, including the definition of **'notifiable works'** can be found in the Approved Document to 'Part P - Electrical Safety in Dwellings'
9. Government approved competent persons self-certification schemes for electrical safety in dwellings: BRE certification Ltd [www.partp.co.uk](http://www.partp.co.uk), British Standards Institution [www.kitemarktoday.com](http://www.kitemarktoday.com), ELECSA Ltd [www.elecsa.org.uk](http://www.elecsa.org.uk), NAPIT certification Ltd [www.napit.org.uk](http://www.napit.org.uk), NICEIC certification Services Ltd [www.niceic.org.uk](http://www.niceic.org.uk). Defined competence schemes (for persons who do electrical work as an addition to their main activity e.g gas installers, kitchen & bathroom fitters): ELECSA, NAPIT, NICEIC as above, CORGI Services Ltd, [www.corgi-gas-safety.com](http://www.corgi-gas-safety.com), Oil Firing Technical Association [www.oftec.org.uk](http://www.oftec.org.uk). For the latest information on approved competent persons self-certification schemes see "Building Regulations" at [www.communities.gov.uk](http://www.communities.gov.uk)
10. The block plan should be to a scale of not less than 1:1250 with the boundaries of the property and any proposed extension marked in red.

## Please Note

Upon completion of your building work and following a satisfactory final inspection we will provide you with a Certificate of Completion. This certificate is an important document, which can be passed on to future owners of the property as proof that the work meets the requirements of the Building Regulations.

For the latest news and guidance on the Building Regulations, visit: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)