



# Department for Communities and Local Government

To:

The Chief Executive

Unitary, Metropolitan, District and London Borough Councils in England  
County and County Borough Councils in Wales

The Town Clerk, City of London

The Clerk, Council of the Isles of Scilly

The Sub-Treasurer, Inner Temple

The Under Treasurer, Middle Temple

The Head of Building Control

Unitary Metropolitan, District and London Borough Councils in England  
County and County Borough Councils in Wales

City of London

Council of the Isles of Scilly

Approved Inspectors

cc: The Chief Executive:

County Councils in England

National Park Authorities in England & Wales

The Chief Fire Officer: Fire and Rescue Authorities in England & Wales

19 December 2012

Dear Sir or Madam

**The Building Regulations etc. (Amendment) Regulations 2012 (S.I. 2012/3119)  
(the “Amendment Regulations”)**

**The Building (Repeal of Provisions of Local Acts) Regulations 2012 (S.I.  
2012/3124)**

**The Building Regulations 2010 (S.I. 2010/2214) (the “Building Regulations”)**

**The Building (Approved Inspectors etc.) Regulations 2010 (S.I. 2010/2215) (the  
“Approved Inspectors Regulations”)**

**The Building (Local Authority Charges) Regulations 2010 (S.I. 2010/404) (the  
“Charges Regulations”)**

## **Various Local Acts**

Department for Communities and Local Government  
Sustainable Buildings  
5/G9 Eland House  
Bressenden Place  
London SW1E 5DU

I am writing to inform you about the Building Regulations etc (Amendment) Regulations 2012 (S.I. 2012/3119) and associated documents, the Building (Repeal of Provisions of Local Acts) Regulations 2012 (S.I. 2012/3124), and the publication of Approved Documents K (2013), P (2013) and 7 (2013) and consolidated amendments to other Approved Documents. The regulations were made on 17 December 2012 and laid before Parliament on 19 December 2012.

The Amendment Regulations amend the Building Regulations 2010, the Approved Inspectors Regulations 2010 and the Charges Regulations 2010.

### ***Publications***

DCLG Circular 02/2012, which sets out the amendments and transitional provisions in full. The Circular is available at <https://www.gov.uk/government/organisations/department-for-communities-and-local-government/series/building-regulations-circulars>.

Approved Document K: (Protection from falling, collision and impact) (2013), available at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Approved Document P: (Electrical safety – Dwellings) (2013), available at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

Approved Document 7: (Materials and workmanship) (2013), available at: [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

*Amendments to the Approved Documents* containing the amendments made to all the other Approved Documents, available at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### ***Coming into force dates and transitional provisions***

Building control bodies' attention is particularly drawn to the various coming into force dates set out in Schedule 1 of the Building Regulations etc (Amendment) Regulations 2012. Only amendment regulations 9, 15 and 17 are subject to transitional provisions as set out in amendment regulations 45 to 47. All the other regulations come fully into effect on their coming into force date.

### ***Application of the amendments***

Building control bodies should note that, except in relation to the cases mentioned below, all the amendments in the Amendment Regulations and the new and amended Approved Documents apply **in England**. This means that building control bodies in respect of buildings in Wales must continue to apply the Building Regulations 2010, Approved Inspectors Regulations 2010 and Charges Regulations 2010 without the current amendments being made to them.

The exceptions to this are:

- Excepted energy buildings in Wales which are subject to the Building Regulations for England;

- Statutory undertakers' and Crown buildings in Wales and building work carried out or proposed to be carried out by Crown authorities in Wales are also subject to the Building Regulations for England.

It is likely that in due course Welsh Ministers may make amendments in respect of buildings in Wales similar to the amendments in the Amendment Regulations

### ***Energy Performance of Buildings Directive (recast)(2010/31/EU)***

The Amendment Regulations implement requirements in the recast Directive through changes to Part 6 of the Building Regulations 2010. There are two new requirements at amendment regulation 17 which inserts new regulations 25A (Consideration of high-efficiency alternative systems for new buildings) and 25B (Nearly zero-energy requirements for new buildings) into The Building Regulations.

In respect of new regulation 25A building control bodies will wish to note that, before construction commences, the person carrying out the work must give them a notice that the required analysis of high efficiency alternative systems has been carried out and that a completion or final certificate cannot be given unless the notice has been received (as provided for under amended regulation 10(a) which amends regulation 17 of The Building Regulations 2010). This does not mean such systems have to be installed if compliance with Building Regulations new build targets can be demonstrated in some other way.

New regulation 25B does not come into force until 1 January 2019 at the earliest and guidance on this provision for building control bodies will be given nearer that coming into force date.

Amendment regulation 15 amends regulation 23 of the Building Regulations (Requirements for the renovation or replacement of thermal elements). Therefore, regulation 23 now includes on a statutory basis certain provisions that were previously set out in guidance in Approved Documents L1B and L2B, including the qualification that the requirement applies only where it would be technically, functionally and economically feasible to comply. The amendment now requires that the performance of the whole of the thermal element be improved to the minimum standards set out in Approved Documents L1B and L2B provided the area to be renovated or replaced is greater than 50% of the surface area of the individual thermal element or constitutes a "major renovation" where more than 25% of the surface area of the building envelope undergoes renovation. When improvement to a thermal element is triggered this does not mean that there is a requirement to carry out further energy efficiency improvements to other parts of the building.

Amended regulation 34 clarifies the position in respect of the requirements that apply to statutory undertakers' buildings and Crown buildings.

Building control bodies may wish to note that new Energy Performance of Buildings Regulations 2012 (S.I. 2012/3118) were also laid in Parliament on 19 December 2012 with a coming into force date of 9 January 2013. These regulations transpose the majority of the recast Directive.

## ***Part M***

Part M of Schedule 1 to the Building Regulations has not been amended but changes have been made to guidance in Approved Document M. Guidance on access statements has been revised to encourage more effective communication between building control bodies and applicants in agreeing compliant solutions - as previously, provision of access statements may have been considered to be appropriate but remained non mandatory in accompanying applications. Guidance on the relationship of Approved Document M with equalities legislation has been updated to reflect the repeal of the Disability Discrimination Acts (1995 and 2005) and their replacement by the Equality Act 2010, as well as clarifying the limitations and effect of compliance with Part M in that context (and specifically that compliance with Part M does not by necessity indicate compliance with the Equality Act). The 10 year exemption to make reasonable adjustments to features complying with AD M remains the same, but the wording has been clarified.

The Amendment slip also reflects the elements of guidance - primarily internal staircase design, internal ramps, and manifestation of glazing - that have been consolidated into the new revised edition of Approved Document K (Protection from falling, collision and impact). Compliance with Part M is still required by reference to guidance in Approved Document K.

There are a number of minor technical updates to elements of guidance in AD M reflecting changes to British Standards (where references have been superseded), or where the guidance in AD M was considered as superseded by that within FAQ's. None of the amendments impose additional provisions but should simplify compliance for designers and building control bodies.

## ***Part P***

Part P of Schedule 1 to the Building Regulations 2010 remains unchanged. However, building control bodies will wish to note that amended regulation 6 inserts new regulation 12(6A) which sets out the electrical installation work that is notifiable building work. Previously the electrical installation work that was not notifiable was set out in Schedule 4.

Local authorities are reminded that under the provisions of the Building (Local Authority Charges) Regulations 2010 their charges should reflect the cost of providing their building control service. In particular, where they are given a valid BS 7671 electrical installation certificate or minor works certificate in respect of notifiable electrical installation work and do not need to inspect and test the work themselves, the building control charge should reflect this. See paragraphs 3.10 and 3.11 of Approved Document P (2013).

The new Approved Document P also refers to the use of a registered third party to certify electrical work. At present there is no scheme of registration in place nor is there any reference to such schemes in the Building Regulations. We expect to approve one or more schemes in the coming year and will make the necessary changes to the regulations then.

## ***Statutory Notifications to Local Authorities***

The Amendment Regulations delete a number of the statutory notification stages in regulation 16 of the Building Regulations which applied to all notified work and replace them with a power for local authorities to require notification at stages of work in respect of the particular building work. Local authorities can require notification only where there is an intention to inspect based on the risk of non-compliance. LABC will be issuing detailed guidance to all local authorities on this matter early in 2013.

## ***Local Authority Completion Certificates***

Local authorities will wish to note that amendment regulation 10 makes it compulsory for local authorities to give a completion certificate in all cases where they are satisfied, after taking all reasonable steps, that completed building work complies with the relevant provisions listed in new regulation 17(2A). There is no longer any need for the person carrying out the work to ask for a completion certificate.

Amendment Regulation 10 separates the requirements for completion certificates when work has been completed (regulation 17 as amended) from those to be given where a building subject to the Regulatory Reform (Fire Safety) Order 2005 is occupied before completion (new regulation 17A).

Local authorities need to be aware that from 9 January 2013 all completion certificates give must include on the certificate itself a statement of the certificate's evidential status:

“This certificate is evidence, but not conclusive evidence, that the requirements specified in the certificate have been complied with.”

## ***Approved Inspector Changes***

The Amendment Regulations remove the requirement for approved inspectors to send to the local authority a copy of their approval notice and a declaration signed by the insurer with certain notices and certificates in Schedule 1 of the Approved Inspectors Regulations. Local authorities will also no longer be required to keep details of who signed the insurance declaration on the register of notices and certificates kept under section 56 of the Building Act 1984.

In the place of the requirements referred to in the above paragraph, the Amendment Regulations require on each notice the approved inspector signing the notice or certificate that there is a current notice of approval and declaration of insurance. The designated approval body for approved inspectors (the Construction Industry Council) will maintain a public electronic register of the notices of approval and declaration of insurance for each approved inspector. This will allow local authorities, and others, to check that there are current notices of approval and declarations of insurance.

The Amendment Regulations also revise a large number of the forms in Schedule 1 to the Approved Inspectors Regulations. Annex B to this Circular Letter gives copies of all the affected forms for use by approved inspectors from 6 April when the

amendments come into effect and the previous versions of the forms should no longer be used.

### ***Competent Person Schemes***

The Amendment Regulations authorise new and extended schemes, including three new types of work. For ease of use, an informal consolidation of Schedule 3 incorporating all the amendments made to it since the Building Regulations 2010 came into force is at Annex A to this Circular Letter. It does not, however, contain the additional scheme operator authorised for the purposes of pressure testing by the amendment to regulation 43 of the Building Regulations 2010.

### ***Charges Regulations***

Local authorities will wish to note that the Amendment Regulations add definition of “officer” of a local authority to the Charges Regulations to clarify to whom the officer’s hourly rate in regulation 7(2)(a) refers.

### ***Local Acts Repeals***

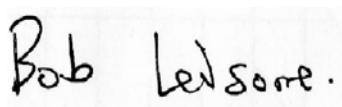
The Building (Repeal of Provisions of Local Acts) Regulations removes fire protection provisions in the specified Local Acts which are more onerous than would be required in national building regulations for warehouses (over 7000m<sup>3</sup>), car parks and tall buildings (over 30m), but retains the provisions relating to fire and rescue service access.

### ***Enquiries***

Telephone enquiries on this Circular Letter should be addressed to Ian Drummond on 0303 44 41791.

All e-mail enquiries to [enquiries.br@communities.gsi.gov.uk](mailto:enquiries.br@communities.gsi.gov.uk).

Yours faithfully

A handwritten signature in black ink that reads "Bob Ledsome." The signature is written in a cursive, slightly informal style.

**R J Ledsome**

Deputy Director

Building Regulations and Standards Division

## Annex A

### Schedule 3 to the Building Regulations 2010, as at 19 December 2012

#### Self-certification schemes and exemptions from requirement to give building notice or deposit full plans.

<b>Column 1</b> <b>Type of Work</b>	<b>Column 2</b> <b>Person carrying out work</b>
1. Installation of a heat-producing gas appliance. (This paragraph does not apply to the provision of a masonry chimney.)	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person, or an employee of a person, who is a member of a class of persons approved in accordance with regulation 3 of the Gas Safety (Installation and Use) Regulations 1998.
2. Installation of heating or hot water system connected to a heat-producing gas appliance, or associated controls.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, Capita Gas Registration and Ancillary Services Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
3. Installation of— (a) an oil-fired combustion appliance; or (b) oil storage tanks and the pipes connecting them to combustion appliances. (This paragraph does not apply to the provision of a masonry chimney.)	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
4. Installation of a solid fuel burning combustion appliance. (This paragraph does not apply to the provision of a masonry chimney.)	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited or NAPIT Registration Limited in respect of that type of work.
5. Installation of a heating or hot water system connected to an oil-fired combustion appliance or its associated controls.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.

6. Installation of a heating or hot water system connected to a solid fuel burning combustion appliance or its associated controls.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
7. Installation of a heating or hot water system connected to an electric heat source or its associated controls.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
8. Installation of a mechanical ventilation or air conditioning system or associated controls, which does not involve work on a system shared with parts of the building occupied separately, in a building other than a dwelling.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
9. Installation of an air conditioning or ventilation system in a dwelling, which does not involve work on systems shared with other dwellings.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
10. Installation of a lighting system or electric heating system, or associated electrical controls in buildings other than dwellings.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
11. Installation of fixed low or extra-low voltage electrical installations in dwellings.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, British Standards Institution, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
12. Installation of fixed low or extra-low voltage electrical installations in dwellings as a necessary adjunct to or arising out of other work being carried out by the registered person.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of electrical work.



13. Installation, as a replacement, of a window, rooflight, roof window or door in an existing dwelling.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered under the Fenestration Self-Assessment Scheme by Fensa Ltd, or a person registered by BM Trada Certification Limited, Benchmark Certification Limited, the British Standards Institution, CERTASS Limited, NAPIT Registration Limited, Network VEKA Limited or Stroma Certification Limited in respect of that type of work.
14. Installation of a sanitary convenience, sink, washbasin, bidet, fixed bath, shower or bathroom in a dwelling, which does not involve work on shared or underground drainage.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
15. Installation of a wholesome cold water supply or a softened wholesome cold water supply.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited or NAPIT Registration Limited in respect of that type of work.
16. Installation of a supply of non-wholesome water to a sanitary convenience fitted with a flushing device which does not involve work on shared or underground drainage.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
17. Installation in a building of a system to produce electricity, heat or cooling— (a) by microgeneration, or (b) from renewable sources (as defined in European Parliament and Council Directive 2009/28/EC of 23 April 2009 on the promotion of the use of energy from renewable sources).	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, British Standards Institution, Building Engineering Services Competence Assessment Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
18. Insertion of insulating material into the cavity walls of an existing building.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered under the Cavity Wall Insulation Self Certification Scheme by Cavity Insulation Guarantee Agency Limited, Ascertiva Group Limited, Benchmark Certification Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
19. Installation, as a replacement, of the covering of a pitched or flat roof and work carried out by the registered person as a necessary adjunct to that installation. This paragraph does not apply to the installation of solar panels.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by NAPIT Registration Limited or National Federation of Roofing Contractors Limited in respect of that type of work.

21. Installation, as a replacement, of a window, rooflight, roof window or door in an existing building other than a dwelling. This paragraph does not apply to glass which is load bearing or structural or which forms part of glazed curtain walling or a revolving door.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by BM Trada Certification Limited, CERTASS Limited, Stroma Certification Limited or under the Fenestration Self-Assessment Scheme by Fensa Limited in respect of that type of work.
22. Installation of insulating material to the internal walls of a building.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, CERTASS Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
23. Installation of insulating material to the external walls of a building, not including insulation of demountable-clad buildings.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, CERTASS Limited, NAPIT Registration Limited or Stroma Certification Limited in respect of that type of work.
24. Installation of insulation material to both external and internal walls of a building ("hybrid insulation"), not including insulation of demountable-clad buildings.	In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited or NAPIT Registration Limited in respect of that type of work.

**Note:** Row 20 of Schedule 3 was revoked by the Amendment Regulations. Please note that regulations 4(1) and 4(3) of the Building Regulations nevertheless require that any work carried out under this Schedule must comply with all applicable requirements in Schedule 1.

## **Annex B**

### **SCHEDULE 1**

#### **Forms**

#### **Form 1**

**Section 47 of the Building Act 1984 (“The Act”)  
The Building (Approved Inspectors etc.) Regulations 2010 (“the 2010  
Regulations”)**

#### **INITIAL NOTICE**

To: **(1)**

- 1.** This notice relates to the following works: **(2)**
- 2.** The approved inspector in relation to the work is: **(3)**
- 3.** The person intending to carry out the work is: **(3)**
- 4.** With this notice are the following documents, which are those relevant to the work described in this notice— **(4)**
  - [(c)** in the case of the erection or extension of a building, a plan to scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement—
    - (i)** as to the approximate location of any proposed connection to be made to a sewer, or
    - (ii)** if no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer including the location of any septic tank and associated secondary treatment system, or any wastewater treatment system or any cesspool;]
  - [(d)** a statement of any local enactment relevant to the work, and of the steps to be taken to comply with it.]
- 5.** The work [is]/[is not] **(5)** minor work. **(6)**
- [6.** I **(7)** declare that I do not, and will not while this notice is in force, have any financial or professional interest **(8)** in the works described.] **(9)**
- 7.** The approved inspector [will]/[will not] **(10)** be obliged to consult the fire and rescue authority by regulation 12 of the 2010 Regulations.
- [8.** I **(7)** undertake to consult the fire and rescue authority before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] **(9)**
- 9.** The approved inspector [will]/[will not] **(11)** be obliged to consult the sewerage undertaker by regulation 13 of the 2010 Regulations.

[10. I (7) undertake to consult the sewerage undertaker before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] (9)

11. I (7) am aware of the obligations laid upon me by Part 2 of the Act and by regulation 8 of the 2010 Regulations.

12. I (7) am an approved inspector for the purposes of Part 2 of the Act and the above work is [the whole]/[part] of the work described in this initial notice given by me and dated: (12).

13. Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the 2010 Regulations.

Signed

Signed

Approved Inspector

Person intending to carry out the work

Date

Date

## NOTES

(1) Name and address of local authority.

(2) Location and description of the work, including the use of any building to which the work relates.

(3) Name and address.

(4) The local authority may reject this notice only on grounds prescribed by the Secretary of State. These are set out in Schedule 2 to the 2010 Regulations. They include failure to provide relevant documents. The documents listed in paragraph 4 of the notice relevant to the work described above should therefore be sent with this notice. Any sub-paragraph which does not apply should be deleted.

(5) Delete whichever does not apply.

(6) "Minor work" has the meaning given in regulation 9(5) of the 2010 Regulations. If the work is not minor work, the declaration in paragraph 6 must be made.

(7) Name of the approved inspector.

(8) "Professional or financial interest" has the meaning given in regulation 9 of the 2010 Regulations.

(9) Delete this statement if it does not apply.

(10) Delete whichever does not apply. If the inspector is obliged to consult the fire and rescue authority, the declaration in paragraph 8 must be made.

(11) Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declaration in paragraph 10 must be made.

(12) Insert date.

## Form 2

### **Section 51A of the Building Act 1984 (“the Act”) The Building (Approved Inspectors etc.) Regulations 2010 (“the 2010 Regulations”)**

#### **AMENDMENT NOTICE**

To: **(1)**

- 1.** This notice amends the initial notice a copy of which accompanies this notice.
- 2.** This notice amends the work in the initial notice in the following manner: **(2)**
- 3.** With this notice are the following documents, which are those relevant to the work described in this notice— **(3)**
  - (a) a copy of the original notice;
  - (c) either—
    - (i) a statement to the effect that all plans submitted with the original notice remain unchanged, or
    - (ii) all amended plans, and a statement to the effect that any plans not included remain unchanged; **(4)**
  - [(e) in the case of the erection or extension of a building, a plan to a scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement—
    - (i) as to the approximate location of any proposed connection to be made to a sewer, or
    - (ii) if no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer, including the location of any septic tank and associated secondary treatment system, or any wastewater treatment system or any cesspool;]
  - [(f) a statement of any local enactment relevant to the work, and of the steps taken to comply with it.]
- 4.** The work [is]/[is not] **(4)** minor work. **(5)**
- [5.** I **(6)** declare that I do not, and will not while this notice is in force, have any financial or professional interest **(7)** in the work described.] **(8)**
- [6.** I **(6)** am satisfied that plans relating to the work described above have been submitted to me, and that they neither are defective nor show work which, if carried out in accordance with them, would contravene any provision of building regulations.] **(8)**
- 7.** The approved inspector [will]/[will not] **(9)** be obliged to consult the fire and rescue authority by regulation 12 of the 2010 Regulations.

[8. I (6) undertake to consult the fire and rescue authority before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] (8)

9. The approved inspector [will]/[will not] (10) be obliged to consult the sewerage undertaker by regulation 13 of the 2010 Regulations.

[10. I (6) undertake to consult the sewerage undertaker before giving a plans certificate in accordance with section 50 of the Act or a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] (8)

11. I (6) am aware of the obligations laid upon me by Part 2 of the Act and by regulation 8 of the 2010 Regulations.

12. I (6) am approved inspector for the purposes of Part 2 of the Act and the above work is [the whole]/[part] of the work described in an initial notice given by me and dated: (11)

13. Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the 2010 Regulations.

Signed

Signed

Approved Inspector

Person intending to carry out the work

Date

Date

## NOTES

(1) Name and address of local authority.

(2) Location and/or description of the new work in the amendment notice and how it amends the work mentioned in the initial notice including the use of any building to which the new work relates.

(3) The local authority may reject this notice only on grounds prescribed by the Secretary of State. These are set out in paragraphs 1 to 11 of Schedule 2 to the 2010 Regulations. They include failure to provide relevant documents. The documents listed in paragraph 3 of the notice relevant to the work described above should therefore be sent with this notice. Any sub-paragraph which does not apply should be deleted.

(4) Delete whichever does not apply.

(5) "Minor work" has the meaning given in regulation 9(5) of the 2010 Regulations. If the work is not minor work, the declaration in paragraph 5 must be made.

(6) Name of the approved inspector.

(7) "Professional or financial interest" has the meaning given in regulation 9 of the 2010 Regulations.

(8) Delete this statement if it does not apply.

(9) Delete whichever does not apply. If the inspector is obliged to consult the fire and rescue authority, the declaration in paragraph 8 must be made.

(10) Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declaration in paragraph 10 must be made.

(11) Insert date.

## Form 3

### **Section 50 of the Building Act 1984 (“the Act”) The Building (Approved Inspectors etc.) Regulations 2010 (“the 2010 Regulations”)**

#### **PLANS CERTIFICATE**

1. This certificate relates to the following work: (1)
2. I am an approved inspector for the purposes of Part 2 of the Act and the above work is [the whole]/[part] (2) of the work described in an initial notice given by me and dated. (3)
3. Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the 2010 Regulations.
4. Plans of the work specified above have been submitted to me and I am satisfied that the plans neither are defective nor show that work carried out in accordance with them would contravene any provision of building regulations.
5. The work [is]/[is not] (2) minor work. (4)
- [6. I declare that I have had no financial or professional interest (5) in the work described since giving the initial notice described in paragraph 2.] (6)
- [7. I have consulted the fire and rescue authority in accordance with regulation 12 of the 2010 Regulations.] (6)
- [8. I have consulted the sewerage undertaker in accordance with regulation 13 of the 2010 Regulations.] (6)
9. The plans to which this certificate relates bear the following date and reference number: (7)

Signed

Approved Inspector

Date

#### **NOTES**

- (1) Location and description of the work, including the use of any building to which the work relates.
- (2) Delete whichever does not apply.
- (3) Insert date.
- (4) “Minor work” has the meaning given in regulation 9(5) of the 2010 Regulations. If the work is not minor work, the declaration in paragraph 6 must be made.
- (5) “Professional or financial interest” has the meaning given in regulation 9 of the 2010 Regulations.
- (6) Delete this statement if it does not apply.
- (7) Insert the date and reference number.

Form 4

**Sections 47 and 50 of the Building Act 1984 (“the Act”)  
The Building (Approved Inspectors etc.) Regulations 2010 (“the 2010  
Regulations”)**

**COMBINED INITIAL NOTICE AND PLANS CERTIFICATE**

To: **(1)**

- 1.** This notice relates to the following work: **(2)**
- 2.** The approved inspector in relation to the work is: **(3)**
- 3.** The person intending to carry out the work is: **(3)**
- 4.** With this notice are the following documents, which are those relevant to the work described in this notice— **(4)**

[(c) in the case of the erection or extension of a building, a plan to a scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement—

- (i) as to the approximate location of any proposed connection to be made to a sewer, or
- (ii) if no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer, including the location of any septic tank and associated secondary treatment system, or any wastewater treatment system or any cesspool;]

[(d) a statement of any local enactment relevant to the work, and of the steps to be taken to comply with it.]

- 5.** The work [is]/[is not] **(5)** minor work. **(6)**

**[6.** I **(7)** declare that I do not, and will not while this notice is in force, have any financial or professional interest **(8)** in the work described.] **(9)**

**7.** I **(7)** am satisfied that plans relating to the work described above have been submitted to me, and that they neither are defective nor show work which, if carried out in accordance with them, would contravene any provision of building regulations.

**8.** The approved inspector [is]/[is not] **(10)** obliged to consult the fire and rescue authority by regulation 12 of the 2010 Regulations.

**[9.** I **(7)** have consulted the fire and rescue authority in accordance with regulation 12.] **(9)**

**[10.** I **(7)** undertake to consult the fire and rescue authority before giving a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] **(9)**

**11.** The approved inspector [is]/[is not] **(11)** obliged to consult the sewerage undertaker by regulation 13 of the 2010 Regulations.



- [12.]** I (7) have consulted the sewerage undertaker in accordance with regulation 13.] (9)
- [13.]** I (7) undertake to consult the sewerage undertaker before giving a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] (9)
- 14.** The plans to which this certificate relates bear the following date and reference number. (12)
- 15.** I (7) am aware of the obligations laid upon me by Part 2 of the Act and by regulation 8 of the 2010 Regulations.
- 16.** I (7) am an approved inspector for the purposes of Part 2 of the Act and the above work is [the whole]/[part] of the work described in an initial notice given by me and dated: (13).
- 17.** Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the 2010 Regulations.

Signed

Signed

Approved Inspector

Person intending to carry out the work

Date

Date

## NOTES

(1) Name and address of local authority.

(2) Location and description of the work, including the use of any building to which the work relates.

(3) Name and address.

(4) The local authority may reject this notice only on grounds prescribed by the Secretary of State. These are set out in Schedules 2 and 3 to the 2010 Regulations. They include failure to provide relevant documents. The documents listed in paragraph 4 of the notice relevant to the work described above should therefore be sent with this notice. Any subsequent paragraph which does not apply should be deleted.

(5) Delete whichever does not apply.

(6) "Minor work" has the meaning given in regulation 9(5) of the 2010 Regulations. If the work is not minor work, the declaration in paragraph 6 must be made.

(7) Name of the approved inspector.

(8) "Professional or financial interest" has the meaning given in regulation 9 of the 2010 Regulations.

(9) Delete this statement if it does not apply.

(10) Delete whichever does not apply. If the inspector is obliged to consult the fire and rescue authority, the declarations in paragraph 9 and 10 must be made.

(11) Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declarations in paragraphs 12 and 13 must be made.

(12) Insert the date and reference number.

(13) Insert date.

## Form 5

### **Section 51 of the Building Act 1984 The Building (Approved Inspectors etc.) Regulations 2010 (“the 2010 Regulations”)**

#### **FINAL CERTIFICATE**

- 1.** This certificate relates to the following work: **(1)**
- 2.** I am an approved inspector and the work described above was [the whole]/[part] **(2)** of the work described in an initial notice given by me and dated. **(3)**
- 3.** Subject to what is said in paragraph 4 below, the work described above has been completed and I have performed the functions assigned to me by regulation 8 of the 2010 Regulations.
- [4.** The work described above involves the insertion of insulating material into a cavity wall and this [has]/[has not] **(2)** been carried out.] **(4)**
- [5.** Final certificates have now been issued in respect of all the work described in the initial notice referred to in paragraph 2 above.] **(4)**
- 6.** Copies of the notice of approval and of a declaration of insurance relevant to the work described in this notice are on the register kept by the body designated under regulation 3 of the 2010 Regulations.
- 7.** The work [is]/[is not] **(2)** minor work. **(5)**
- [8.** I have had no professional or financial interest in the work described above since giving the initial notice described in paragraph 2 above.] **(4)**
- 9.** This certificate is evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.

Signed

Approved Inspector

Date

#### **NOTES**

- (1)** Location and description of the work, including the use of any building to which the work relates.
- (2)** Delete whichever does not apply.
- (3)** Insert date.
- (4)** Delete this statement if it does not apply.
- (5)** “Minor work” has the meaning given in regulation 9(5) of the 2010 Regulations. If the work is not minor work, the declaration in paragraph 8 must be made.

## Form 12

### **Paragraph 3 of Schedule 4 to the Building Act 1984 The Building (Approved Inspectors etc.) Regulations 2010 (“the 2010 Regulations”)**

#### **PUBLIC BODY’S FINAL CERTIFICATE**

1. This certificate relates to the following work: (1)
2. The work described above is [the whole]/[part] (2) of the work described in a public body’s notice given by (3) on (4). Subject to what is said in paragraph 3 below, the work has been supervised by the servant or agent of (3) to ensure compliance with those substantive requirements of building regulations which apply to it.
- [3. The work to which this certificate relates involves the insertion of insulating material into a cavity wall and this [has]/[has not] (2) been carried out.] (5)
- [4. A public body’s final certificate has now been issued in respect of all the work specified in the public body’s notice referred to in paragraph 2.] (5)
- [5. The fire and rescue authority has been consulted in accordance with regulation 23 of the 2010 Regulations.] (5)
- [6. The sewerage undertaker has been consulted in accordance with regulation 24 of the 2010 Regulations.] (5)
7. This certificate is evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.

Signature

Date

#### **NOTES**

- (1) Location and description of the work, including the use of any building to which the work relates.
- (2) Delete whichever does not apply.
- (3) Insert the name of the public body.
- (4) Insert the date.
- (5) Delete this statement if it does not apply.