

## SCHEDULE 1

Regulation 2(12)

“Column 1 Type of work	Column 2 Person carrying out work
<b>1.</b> Installation of a heat-producing gas appliance. This paragraph does not apply to the provision of a masonry chimney.	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 <b>(1)</b> .
<b>2.</b> 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.	A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited <b>(2)</b> , Blue Flame Certification Limited <b>(3)</b> , Building Engineering Services Competence Assessment Limited <b>(4)</b> , Certsure LLP <b>(5)</b> , HETAS Limited <b>(6)</b> , NAPIT Registration Limited <b>(7)</b> , Oil Firing Technical Association Limited <b>(8)</b> , or Stroma Certification Limited <b>(9)</b> .
<b>3.</b> Installation of a solid fuel-burning combustion appliance other than a biomass appliance. This paragraph does not apply to the provision of a masonry chimney.	A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited, or Stroma Certification Limited.
<b>4.</b> Installation of a heating or hot water system, or its associated controls.	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, or a person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Blue Flame Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited, or Stroma Certification Limited.

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(1) [S.I. 1998/2451](#).

(2) A company formed and registered under the Companies Acts (as defined in section 2 of the Companies Act 2006, c.46) with the registration number 02876277.

(3) A company formed and registered under the Companies Acts with the registration number 05182566.

(4) A company formed and registered under the Companies Acts with the registration number 03712932.

(5) A limited liability partnership formed and registered under the Limited Liability Partnerships Act 2000 (c.12) with the registration number OC379918.

(6) A company formed and registered under the Companies Acts with the registration number 02117828.

(7) A company formed and registered under the Companies Acts with the registration number 05190452.

(8) A company formed and registered under the Companies Acts with the registration number 02739706.

(9) A company formed and registered under the Companies Acts with the registration number 06429016.

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“Column 1	Column 2
Type of work	Person carrying out work
<p><b>5.</b> Installation of a mechanical ventilation or air conditioning system or associated controls, in a building other than a dwelling, that does not involve work on a system shared with parts of the building occupied separately.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>6.</b> Installation of an air conditioning or ventilation system in a dwelling, that does not involve work on a system shared with other dwellings.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>7.</b> Installation of an energy efficient lighting system or electric heating system, or associated electrical controls, in buildings other than dwellings.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>8.</b> Installation of fixed low or extra-low voltage electrical installations in dwellings.</p>	<p>A person registered in respect of that type of work by BSI Assurance UK Limited(10), Benchmark Certification Limited, Blue Flame Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, NAPIT Registration Limited, Oil Firing Technical Association Limited, or Stroma Certification Limited.</p>
<p><b>9.</b> 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.</p>	<p>A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Blue Flame Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>10.</b> Installation, as a replacement, of a window, rooflight, roof window or door in an existing dwelling.</p>	<p>A person registered in respect of that type of work by BM Trada Certification Limited(11), BSI Assurance UK Limited, Blue Flame Certification Limited, CERTASS Limited(12), Certsure LLP, by Fensa Limited(13) under the Fenestration Self-Assessment Scheme, by</p>

(10) A company formed and registered under the Companies Acts with the registration number 07805321.

(11) A company formed and registered under the Companies Acts with the registration number 02110046.

(12) A company formed and registered under the Companies Acts with the registration number 04350234.

(13) A company formed and registered under the Companies Acts with the registration number 03058561.

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“Column 1 Type of work	Column 2 Person carrying out work
	NAPIT Registration Limited, Network VEKA Limited(14), or Stroma Certification Limited.
<b>11.</b> 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.	A person registered in respect of that type of work by BM Trada Certification Limited, Blue Flame Certification Limited, CERTASS Limited, Certsure LLP, by Fensa Limited under the Fenestration Self-Assessment Scheme, by NAPIT Registration Limited, Network VEKA Limited, or Stroma Certification Limited.
<b>12.</b> Installation of a sanitary convenience, sink, washbasin, bidet, fixed bath, shower or bathroom in a dwelling, that does not involve work on shared or underground drainage.	A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, HETAS Limited, NAPIT Registration Limited, or Stroma Certification Limited.
<b>13.</b> Installation of a wholesome cold water supply or a softened wholesome cold water supply.	A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, HETAS Limited, NAPIT Registration Limited, or Stroma Certification Limited.
<b>14.</b> Installation of a supply of non-wholesome water to a sanitary convenience fitted with a flushing device, that does not involve work on shared or underground drainage.	A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, HETAS Limited, NAPIT Registration Limited, or Stroma Certification Limited.
<b>15.</b> Installation in a building of a system to produce electricity, heat or cooling—  (a) by microgeneration; or  (b) from renewable sources (as defined in <a href="#">Directive 2009/28/EC</a> of the European Parliament and of the Council on the promotion of the use of energy from renewable sources(15)).	A person registered in respect of that type of work by Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited, Certsure LLP, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited, or Stroma Certification Limited.

(14) A company formed and registered under the Companies Acts with the registration number 04029350.

(15) OJ No L218, 5.6.2009, p.16, Article 2.

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“Column 1	Column 2
Type of work	Person carrying out work
<p><b>16.</b> 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.</p>	<p>A person registered in respect of that type of work by NAPIT Registration Limited or the National Federation of Roofing Contractors Limited(<b>16</b>).</p>
<p><b>17.</b> Insertion of insulating material into the cavity walls of an existing building.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, CERTASS Limited, Cavity Insulation Guarantee Agency Limited(<b>17</b>) under the Cavity Wall Insulation Self Certification Scheme, by Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>18.</b> Installation of insulating material to the internal walls of a building, not including the installation of flexible thermal linings.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, British Board of Agrément(<b>18</b>), CERTASS Limited, Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>19.</b> Installation of insulating material to the external walls of a building, not including insulation of demountable-clad buildings.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, British Board of Agrément, CERTASS Limited, Certsure LLP, NAPIT Registration Limited, or Stroma Certification Limited.</p>
<p><b>20.</b> Installation of insulating material to the external and internal walls of a building (“hybrid insulation”), not including insulation of demountable-clad buildings, and not including the installation of flexible thermal linings.</p>	<p>A person registered in respect of that type of work by Blue Flame Certification Limited, British Board of Agrément, CERTASS Limited, Certsure LLP, NAPIT Registration Limited or Stroma Certification Limited.”</p>

(16) A company formed and registered under the Companies Acts with the registration number 02591364.

(17) A company formed and registered under the Companies Acts with the registration number 03044131.

(18) A company formed and registered under the Companies Acts with the registration number 00878293.

SCHEDULE 2

Regulation 3(3)

Forms for substitution in Schedule 1 to the Building (Approved Inspectors etc.) Regulations 2010

Form 1

Section 47 of the Building Act 1984 (“The Act”)

The Building (Approved Inspectors etc.) Regulations 2010 (“The Regulations”)

INITIAL NOTICE

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. The work [does]/ [does not] **(4)** concern a new dwelling**(a)**.

5. With this notice are the following documents, which are those relevant to the work described in this notice— **(5)**

(a) [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 appropriate 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 of any wastewater treatment system or any cesspool;]

(b) [in the case of a new dwelling—

(i) a statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work—

(aa) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),

(bb) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings),

(cc) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings),  
or

(ii) a statement that planning permission has not yet been granted for the work, and that the information required by subparagraph (b)(i) will be supplied as soon as is reasonably practicable after that permission is granted **(6)**;

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

6. The work [is]/[is not] **(4)** minor work. **(8)**

7. [I **(9)** declare that I do not, and will not while this notice is in force, have any professional or financial interest **(10)** in the works described.] **(7)**

8. The approved inspector [will]/[will not] **(11)** be obliged to consult the fire and rescue authority by regulation 12 of the Regulations.

9. [I **(9)** 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.] **(7)**

10. The approved inspector [will]/[will not] **(12)** be obliged to consult the sewerage undertaker by regulation 13 of the Regulations.

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**(a)** A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

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11. [I (9) 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.] (7)

12. I (9) am aware of the obligations laid upon me by Part 2 of the Act and by regulation 8 of the Regulations.

13. I (9) am an approved inspector for the purposes of Part 2 of the Act in respect of the work described in this notice.

14. 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 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) Delete whichever does not apply.
- (5) 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 Regulations. They include failure to provide relevant documents. The documents listed in paragraph 5 relevant to the work described above should therefore be sent with this notice. Any subparagraph that does not apply should be deleted.
- (6) The information may be supplied in an amendment notice given in accordance with section 51A of the Act.
- (7) Delete this statement if it does not apply.
- (8) "Minor work" has the meaning given in regulation 9(5) of the Regulations. If the work is not minor work, the declaration in paragraph 7 must be made.
- (9) Name of the approved inspector.
- (10) "Professional or financial interest" has the meaning given in regulation 9 of the Regulations.
- (11) Delete whichever does not apply. If the inspector is obliged to consult the fire and rescue authority, the declaration in paragraph 9 must be made.
- (12) Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declaration in paragraph 11 must be made.

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**Form 2**  
**Section 51A of the Building Act 1984 (“The Act”)**  
**The Building (Approved Inspectors etc.) Regulations 2010 (“The 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. The work [does]/ [does not] **(3)** concern a new dwelling**(a)**.
4. With this notice are the following documents, which are those relevant to the work described in this notice— **(4)**
  - (a) a copy of the original notice;
  - (b) 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 that any plans not included remain unchanged;
  - (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 of any wastewater treatment system or any cesspool;]
  - (d) [in the case of a new dwelling—
    - (i) a statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work as varied—
      - (aa) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),
      - (bb) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings),
      - (cc) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings),or
    - (ii) a statement that planning permission has not yet been granted for the work, and that the information required by subparagraph (d)(i) will be supplied as soon as is reasonably practicable after that permission is granted **(5)**;
  - (e) [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] **(3)** 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. [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 the building regulations.] **(9)**

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**(a)** A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

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

9. [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)

10. The approved inspector [will]/[will not] (11) be obliged to consult the sewerage undertaker by regulation 13 of the Regulations.

11. [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)

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

13. I (7) am an approved inspector for the purposes of Part 2 of the Act and the above work is [the whole]/[part] (3) of the work described in an initial notice given by me and dated (12).

14. 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 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) Delete whichever does not apply.
- (4) 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 Regulations. They include failure to provide relevant documents. The documents listed in paragraph 4 above should therefore be sent with this notice. Any subparagraph which does not apply should be deleted.
- (5) The information may be supplied in a further amendment notice given in accordance with section 51A of the Act.
- (6) "Minor work" has the meaning given in regulation 9(5) of the 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 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 9 must be made.
- (11) Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declaration in paragraph 11 must be made.
- (12) Insert date.



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**Form 3**  
**Section 50 of the Building Act 1984 (“The Act”)**  
**The Building (Approved Inspectors etc. Regulations 2010 (“The 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. The work [does]/[does not] **(4)** concern a new dwelling<sup>(a)</sup>.
4. [In the case of a new dwelling for which planning permission has been granted, [no optional requirement in the Building Regulations 2010 applies]/[one or more of the following optional requirements in the Building Regulations 2010 applies to work, namely **(5)**—
  - (a) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day);
  - (b) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings);
  - (c) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings).]] **(6)**
5. [In the case of a new dwelling for which planning permission has not been granted, this plans certificate relates only to such part of the work to which no requirement under regulation 36 of, or requirements M4(1), (2) or (3) of Schedule 1 to, the Building Regulations 2010 may apply.] **(6)**
6. Copies of the notice of approval and of a declaration of insurance relevant to the work described in this plans certificate are on the register kept by the body designated under regulation 3 of the Regulations.
7. 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.
8. The work [is]/[is not] **(2)** minor work. **(7)**
9. [I declare that I have had no financial or professional interest **(8)** in the work described since giving the initial notice described in paragraph 6.] **(6)**
10. [I have consulted the fire and rescue authority in accordance with regulation 12 of the Regulations.] **(6)**
11. [I have consulted the sewerage undertaker in accordance with regulation 13 of the Regulations.] **(6)**
12. The plans to which this certificate relates bear the following date and reference number: **(9)**

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.

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<sup>(a)</sup> A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

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- (3) Insert date.
- (4) Delete whichever does not apply. If the work does concern a new dwelling the statement in either paragraph 4 or 5 must be made.
- (5) Delete the optional requirements that do not apply to the work.
- (6) Delete this statement if it does not apply.
- (7) "Minor work" has the meaning given in regulation 9(5) of the Regulations. If the work is not minor work, the declaration in paragraph 9 must be made.
- (8) "Professional or financial interest" has the meaning given in regulation 9 of the Regulations.
- (9) 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 Regulations”)**

**COMBINED INITIAL NOTICE AND PLANS CERTIFICATE (1)**

To: **(2)**

1. This notice relates to the following work: **(3)**

2. The approved inspector in relation to the work is: **(4)**

3. The person intending to carry out the work is: **(4)**

4. The work [does]/[does not] **(5)** concern a new dwelling<sup>(a)</sup>.

5. With this notice are the following documents, which are those relevant to the work described in this notice— **(6)**

(a) [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 of any wastewater treatment system or any cesspool;]

(b) [in the case of a new dwelling, a statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work—

(i) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),

(ii) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings),

(iii) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings)];

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

6. The work [is]/[is not] **(5)** minor work. **(7)**

7. [I **(8)** declare that I do not, and will not while this notice is in force, have any professional or financial interest **(9)** in the work described.] **(10)**

8. I **(8)** have had plans of the work described above 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.

9. The approved inspector [is]/[is not] **(11)** obliged to consult the fire and rescue authority by regulation 12 of the Regulations.

10. [I **(8)** have consulted the fire and rescue authority in accordance with regulation 12.] **(10)**

11. [I **(8)** 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.] **(10)**

12. The approved inspector [is]/[is not] **(12)** obliged to consult the sewage undertaker by regulation 13 of the Regulations.

13. [I **(8)** have consulted the sewage undertaker in accordance with regulation 13.] **(10)**

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<sup>(a)</sup> A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

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**14.** [I (8) undertake to consult the sewage undertaker before giving a final certificate in accordance with section 51 of the Act in respect of any of the work described above.] **(10)**

**15.** The plans to which this certificate relates bear the following date and reference number. **(13)**

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

**17.** I (8) am an approved inspector for the purposes of Part 2 of the Act in respect of the work described in this notice.

**18.** 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 Regulations.

Signed

Signed

Approved inspector

Person intending to carry out the work

Date

Date

#### NOTES

**(1)** If the work concerns a new dwelling, but planning permission has not yet been granted, this form cannot be used and Forms 1 (initial notice) and 2 (plans certificate) will have to be given separately.

**(2)** Name and address of local authority.

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

**(4)** Name and address.

**(5)** Delete whichever does not apply.

**(6)** 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 Regulations. They include failure to provide relevant documents. The documents listed in paragraph 5 relevant to the work described above should therefore be sent with this notice. Any subparagraph which does not apply should be deleted.

**(7)** "Minor work" has the meaning given in regulation 9(5) of the Regulations. If the work is not minor work, the declaration in paragraph 7 must be made.

**(8)** Name of the approved inspector.

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

**(10)** Delete this statement if it does not apply.

**(11)** Delete whichever does not apply. If the inspector is obliged to consult the fire and rescue authority, the declaration either in paragraph 10 or in paragraph 11 must be made.

**(12)** Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declaration either in paragraph 13 or in paragraph 14 must be made.

**(13)** Insert the date and reference number.

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**Form 5**  
**Section 51 of the Building Act 1984**  
**The Building (Approved Inspectors etc.) Regulations 2010 (“The 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)** [and amended on **(3)**] **(4)**.
- 3.** The work [does]/ [does not] **(5)** concern a new dwelling<sup>(a)</sup>.
- 4.** [No optional requirement in the Building Regulations 2010 applies to the work.] **(6)**
- 5.** [One or more of the following optional requirements in the Building Regulations 2010 applies, namely **(7)**—
  - (a) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day);
  - (b) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings);
  - (c) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings).] **(6)**
- 6.** The work described above has been completed and I have performed the functions assigned to me by regulation 8 of the Regulations.
- 7.** [A final certificate has now been issued in respect of all the work described in the initial notice referred to in paragraph 2 above.] **(6)**
- 8.** 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 Regulations.
- 9.** The work [is]/[is not] **(2)** minor work **(8)**.
- 10.** [I have had no professional or financial interest **(9)** in the work described above since giving the initial notice described in paragraph 2 above..] **(6)**
- 11.** This certificate is evidence (but not conclusive evidence) that the requirements specified in it 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 the bracketed words if they do not apply.

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<sup>(a)</sup> A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

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- (5) Delete whichever does not apply. If the work concerns a new dwelling, the declaration either in paragraph 4 or in paragraph 5 must be made.
- (6) Delete this statement if it does not apply.
- (7) Delete the optional requirements that do not apply to the work.
- (8) “Minor work” has the meaning given in regulation 9(5) of the Regulations. If the work is not minor work, the declaration in paragraph 10 must be made.
- (9) “Professional or financial interest” has the meaning given in regulation 9 of the Regulations.

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**Form 6**  
**Section 52(1) of the Building Act 1984**  
**The Building (Approved Inspectors etc.) Regulations 2010 (“The 2010 Regulations”)**

**NOTICE OF CANCELLATION BY APPROVED INSPECTOR**

To: **(1)**

- 1.** This notice relates to the following work: **(2)**
- 2.** An initial notice dated **(3)** has been given and the above work was specified in it.
- 3.** I am the approved inspector in relation to that work
- 4.** I hereby cancel the initial notice.
- 5.** [I gave notice to the person carrying out the work in accordance with regulation 18 of the Regulations and that person failed to remedy the contravention within the prescribed period. The contravention is:] **(4)**

Signature

Date

**NOTES**

- (1)** Insert the name and address of the person to whom the notice is given. It must be given to the local authority and to the person carrying out or intending to carry out the work..
- (2)** Location and description of the work, including the use of any building to which the work relates.
- (3)** Insert date.
- (4)** Delete this statement if it does not apply. If it applies, specify the provision of the building regulations (including the specific requirement) which is contravened.

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**Form 7**  
**Section 52(3) of the Building Act 1984**  
**The Building (Approved Inspectors etc.) Regulations 2010**

**NOTICE OF CANCELLATION BY PERSON CARRYING OUT THE WORK**

To: **(1)**

1. This notice relates to the following work: **(2)**
2. An initial notice dated **(3)** has been given and the above work was specified in it.
3. I am the person [carrying out]/[intending to carry out] **(4)** the work
4. I hereby cancel the initial notice.

Signature

Date

**NOTES**

- (1)** Insert the name and address of the person to whom the notice is given. It must be given to the local authority and, if practicable, to the approved inspector.
- (2)** Location and description of the work, including the use of any building to which the work relates.
- (3)** Insert date.
- (4)** Delete whichever does not apply.



**Form 8**  
**Section 52(5) of the Building Act 1984**  
**The Building (Approved Inspectors etc.) Regulations 2010**

**NOTICE OF CANCELLATION BY LOCAL AUTHORITY**

To: **(1)**

**1.** This notice relates to the following work: **(2)**

**2.** I am authorised to sign this notice by the following local authority: **(3)**

**3.** The authority accepted an initial notice on **(4)** and the above work was specified in it.

**4.** It appears to the local authority that the work to which the initial notice relates has not been commenced within the period of three years beginning on the date on which the initial notice was accepted, and the local authority hereby cancels the initial notice.

Signature

Date

**NOTES**

**(1)** Insert the name and address of the person to whom the notice is given. It must be given to the approved inspector and to the person shown in the initial notice as the person intending to carry out the work.

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

**(3)** Name and address of the local authority.

**(4)** Insert date.

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Form 9  
Section 54 of the Building Act 1984 (“The Act”)  
The Building (Approved Inspectors etc.) Regulations 2010 (“The Regulations”)

PUBLIC BODY’S NOTICE

To: **(1)**

1. This notice relates to the following work: **(2)**

2. **(3)** is an approved public body under Part 2 of the Act and intends to carry out in relation to a building belonging to it the work described above which can be adequately supervised by its own servants or agents.

3. The work [does]/ [does not] **(4)** concern a new dwelling<sup>(a)</sup>.

4. With this notice are the following documents, which are those relevant to the work described in this notice— **(5)**

(a) [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 of any wastewater treatment system or any cesspool;]

(b) [in the case of a new dwelling—

(i) a statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work—

(aa) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),

(bb) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings),

(cc) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings),  
or

(ii) a statement that planning permission has not yet been granted for the work, and that the information required by subparagraph (b)(i) will be supplied as soon as is reasonably practicable after that permission is granted;]

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

5. The public body [will]/[will not] **(6)** be obliged to consult the fire and rescue authority by regulation 23 of the Regulations.

6. [**(3)** undertakes to consult the fire and rescue authority before giving a plans certificate in accordance with paragraph 2 of Schedule 4 to the Act or a final certificate in accordance with paragraph 3 of Schedule 4 to the Act in respect of any of the work described above.] **(7)**

7. The public body [will]/[will not] **(8)** be obliged to consult the sewerage undertaker by regulation 24 of the Regulations.

8. [**(3)** undertakes to consult the sewerage undertaker before giving a plans certificate in accordance with paragraph 2 of Schedule 4 to the Act or a final certificate in accordance with paragraph 3 of Schedule 4 to the Act in respect of any of the work described above.] **(7)**

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<sup>(a)</sup> A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

Signature

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 of public body.
- (4) Delete whichever does not apply.
- (5) The local authority may reject this notice only on grounds prescribed by the Secretary of State. These are set out in Schedule 5 to the Regulations. They include failure to provide relevant documents. The documents listed in paragraph 4 relevant to the work described above should therefore be sent with this notice. Any subparagraph that does not apply should be deleted.
- (6) Delete whichever does not apply. If the public body is obliged to consult the fire and rescue authority, the declaration in paragraph 6 must be made.
- (7) Delete this statement if it does not apply.
- (8) Delete whichever does not apply. If the public body is obliged to consult the sewerage undertaker, the declaration in paragraph 8 must be made.

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**Form 10**  
**Paragraph 2 of Schedule 4 to the Building Act 1984 (“The Act”)**  
**The Building (Approved Inspectors etc.) Regulations 2010 (“The Regulations”)**

**PUBLIC BODY’S PLANS CERTIFICATE**

1. This certificate relates to the following work: **(1)**
2. **(2)** is an approved public body under Part 2 of the Act and the above work is [the whole]/[part] **(3)** of the work described in an initial notice given by it and dated **(4)**.
3. The work [does]/[does not] **(5)** concern a new dwelling**(a)**.
4. [In the case of a new dwelling for which planning permission has been granted, [no optional requirement in the Building Regulations 2010 applies]/[one or more of the following optional requirements in the Building Regulations 2010 applies to work, namely **(6)**—
  - (a) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day);
  - (b) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings);
  - (c) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings).]] **(7)**
5. [In the case of a new dwelling for which planning permission has not been granted, this plans certificate relates only to such part of the work to which no requirement under regulation 36 of, or requirements M4(1), (2) or (3) of Schedule 1 to, the Building Regulations 2010 may apply.] **(7)**
6. Plans of the work specified above have been inspected by a servant or agent of the public body who is competent to assess the plans and that person is satisfied that the plans neither are defective nor show that work carried out in accordance with them would contravene any provision of building regulations.
7. [The fire and rescue authority has been consulted in accordance with regulation 23 of the Regulations.] **(7)**
8. [The sewerage undertaker has been consulted in accordance with regulation 24 of the Regulations.] **(7)**
9. The plans inspected bear the following date and reference number: **(8)**

Signature

Date

**NOTES**

- (1)** Location and description of the work, including the use of any building to which the work relates.
- (2)** Name and address of public body.
- (3)** Delete whichever does not apply.
- (4)** Insert date.
- (5)** Delete whichever does not apply. If the work does concern a new dwelling the statement in either paragraph 4 or 5 must be made.

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**(a)** A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

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- (6) Delete the optional requirements that do not apply to the work.
- (7) Delete this statement if it does not apply
- (8) Insert the date and reference number.

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Form 11

Paragraph 2(2) of Schedule 4 to the Building Act 1984 (“The Act”)  
The Building (Approved Inspectors etc.) Regulations 2010 (“The Regulations”)

COMBINED PUBLIC BODY’S NOTICE AND PLANS CERTIFICATE (1)

To: (2)

1. This notice relates to the following work: (3)

2. (4) is an approved public body under Part 2 of the Act.

3. The work [does]/[does not] (5) concern a new dwelling(a).

4. With this notice are the following documents, which are those relevant to the work described in this notice— (6)

(a) [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 of any wastewater treatment system or any cesspool;]

(b) [in the case of a new dwelling, a statement whether or not one or more, and if so which, of the following optional requirements in the Building Regulations 2010 applies to the building work—

(i) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day),

(ii) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings),

(iii) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings)];

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

5. Plans of the work specified above have been inspected by a servant or agent of the public body who is competent to assess the plans and that person is satisfied that the plans neither are defective nor show that work carried out in accordance with them would contravene any provision of building regulations.

6. [The fire and rescue authority has been consulted in accordance with regulation 23 of the Regulations.] (7)

7. [The body undertakes to consult the fire and rescue authority before giving a final certificate in accordance with paragraph 3 of Schedule 4 to the Act in respect of any of the work described above.] (7)

8. [The sewage undertaker has been consulted in accordance with regulation 24 of the Regulations.] (7)

9. [The body undertakes to consult the sewage undertaker before giving a final certificate in accordance with paragraph 3 of Schedule 4 to the Act in respect of any of the work described above.] (7)

10. The plans to which this certificate relates bear the following date and reference number. (8)

Signature

Date

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(a) A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

## NOTES

- (1) If the work concerns a new dwelling, but planning permission has not yet been granted, this form cannot be used and Forms 9 (public body's notice) and 10 (public body's plans certificate) will have to be given separately.
- (2) Name and address of local authority.
- (3) Location and description of the work, including the use of any building to which the work relates.
- (4) Name and address of public body.
- (5) Delete whichever does not apply.
- (6) The local authority may reject this notice only on grounds prescribed by the Secretary of State. These are set out in Schedules 5 and 6 to the Regulations. They include failure to provide relevant documents. The documents listed in paragraph 4 relevant to the work described above should therefore be sent with this notice. Any subparagraph which does not apply should be deleted.
- (7) Delete this statement if it does not apply.
- (8) Insert the date and reference number.

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Form 12  
Paragraph 3 of Schedule 4 to the Building Act 1984 (“The Act”)  
The Building (Approved Inspectors etc.) Regulations 2010

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)**. The work has been supervised by the servant or agent of **(3)** to ensure compliance with those substantive requirements of building regulations that apply to it.
3. The work [does]/ [does not] **(5)** concern a new dwelling<sup>**(a)**</sup>.
4. [No optional requirement in the Building Regulations 2010 applies to the work.] **(6)**
5. [One or more of the following optional requirements in the Building Regulations 2010 applies, namely **(7)**—
  - (a) regulation 36(2)(b) (optional water efficiency requirement of 110 litres per person per day);
  - (b) Schedule 1 Part M optional requirement M4(2) (category 2- accessible and adaptable dwellings);
  - (c) Schedule 1 Part M optional requirement M4(3) (category 3- wheelchair user dwellings).] **(6)**
6. [A public body’s final certificate has now been issued in respect of all the work described in the public body’s referred to in paragraph 2] **(6)**
7. [The fire and rescue authority has been consulted in accordance with regulation 23 of the Regulations.] **(6)**
8. [The sewerage undertaker has been consulted in accordance with regulation 24 of the Regulations.] **(6)**
9. This certificate is evidence (but not conclusive evidence) that the requirements specified in it 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 whichever does not apply. If the work concerns a new dwelling, the declaration either in paragraph 4 or in paragraph 5 must be made.
- (6)** Delete this statement if it does not apply.
- (7)** Delete the optional requirements that do not apply to the work.

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<sup>**(a)**</sup> A new dwelling includes a dwelling that is formed by a material change of use of a building within the meaning of regulation 5(a), (b) or (g) of the Building Regulations 2010.



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