

For further information on notifiable work under the Building Regulations please contact your local Building Control Authority.

Cambridge City Building Control
PO Box 700
Cambridge CB1 0JH

Tel: 01223 457118/457122
Email: buildingcontrol@cambridge.gov.uk
www.cambridge.gov.uk

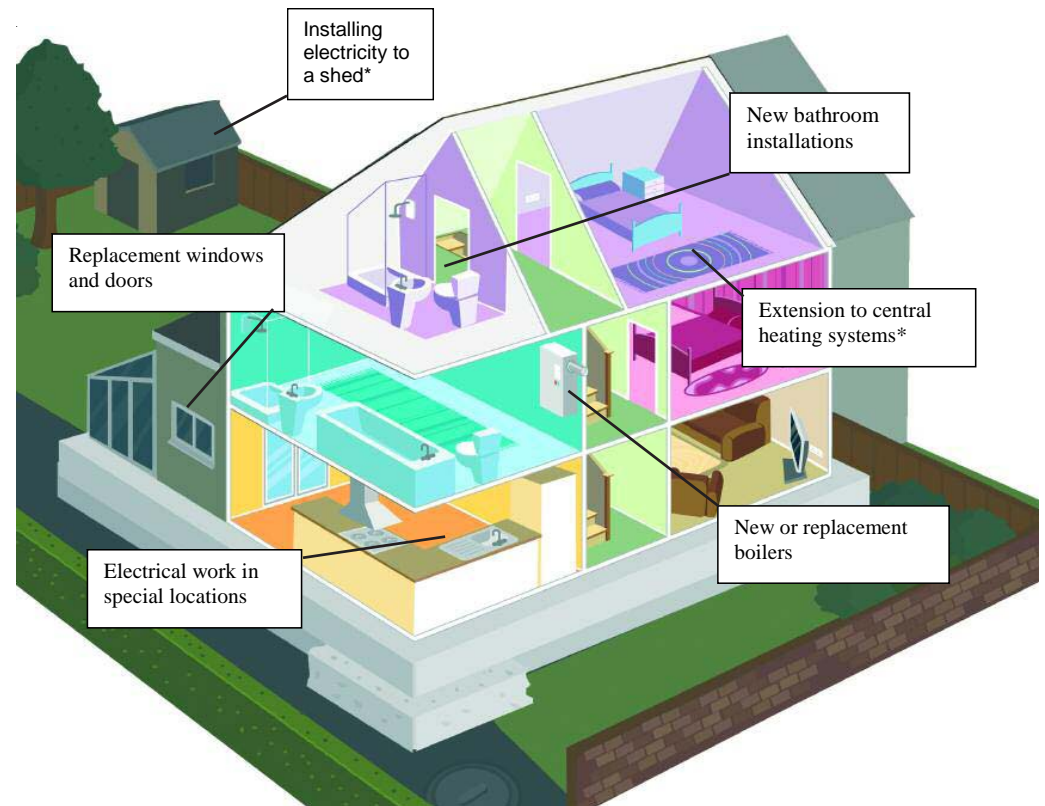


Competent Person's Schemes for building work, replacements and repairs to your home

Read this before starting any work

Many jobs in the home need to be notified to and approved by your Local Authority Building Control unless carried out by an installer who is registered with a Competent Person Scheme.

Some examples are shown below (those marked * may not need to be notified in certain circumstances).



What will happen if I do not comply with the Building Regulations?

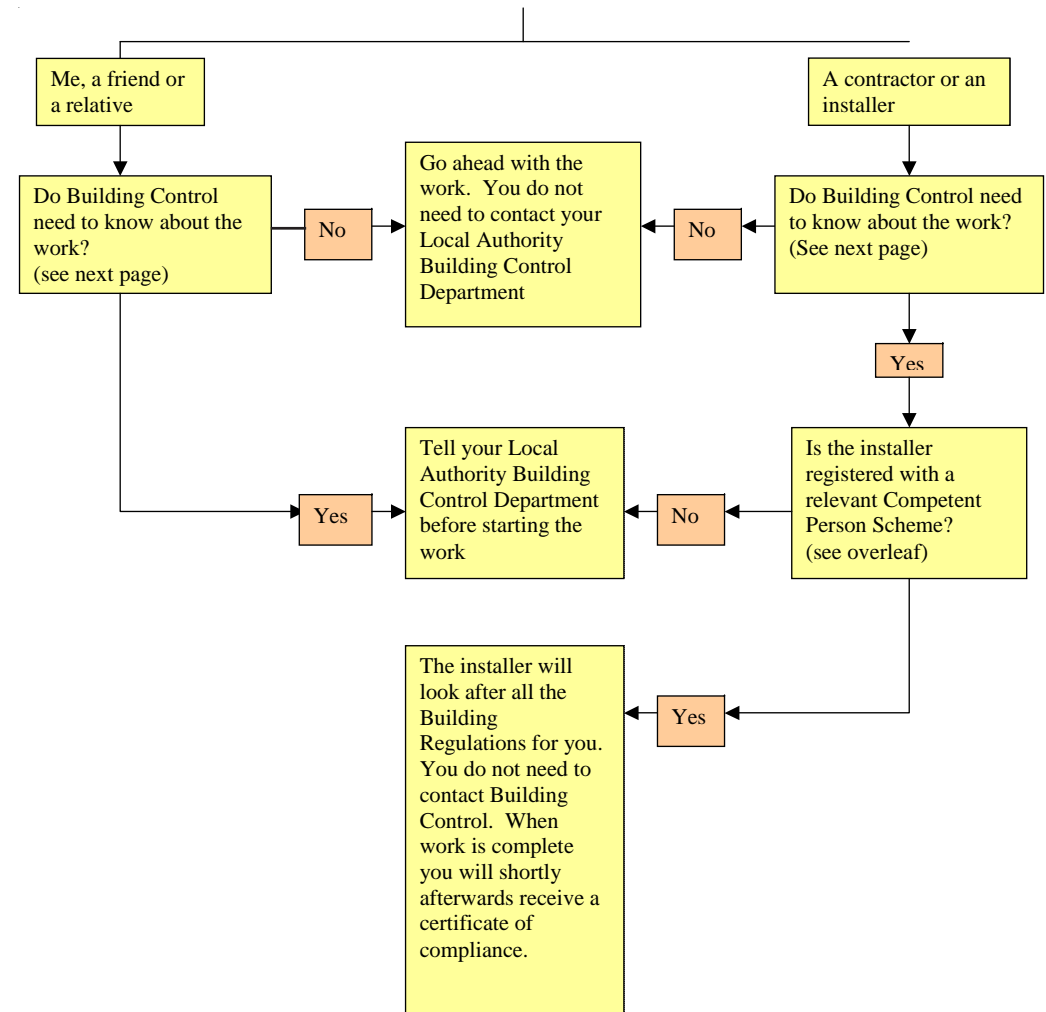
- If you do not comply the work will not be legal. You could be prosecuted and could face a fine of up to £5000.
- The work may not be safe or could cause health problems. It may also not meet energy efficiency standards.
- If work is found to be faulty your Local Authority could insist you put it right at your own expense.
- If the work has not been notified or carried out by a registered installer from a Competent Person Scheme you will have no record that the work complies with Building Regulations. This will be important when you come to sell your home, as you will be asked to provide certificates of compliance with the Building Regulations as part of the Home Information Pack (HIP).

Why should I use an installer who is registered with a Competent Person Scheme?

- An installer registered with a Competent Person Scheme is qualified to carry out specific types of work in accordance with Building Regulations and will deal with Building Control issues for you. You will usually have access to insurance backed warranties and a robust complaints procedure to use in the unlikely event work is found to be non compliant.
- An installer registered with a Competent Person Scheme will notify the Local Authority on your behalf and will issue you with a certificate on completion, which can be used as proof of compliance for the HIP. It will also show up on a solicitors Local Authority search when you sell your home.
- If you do not use an installer registered with a Competent Person Scheme then you will have to submit a building notice or full plans application and pay a fee to have Building Control come and inspect the work you have carried out.

How to meet the requirements of the Building Regulations

Who is going to do the work?



These schemes have been listed alphabetically. This does not reflect the size of the scheme or whether the scheme specializes in dealing with a particular type of work. Some schemes may not have members in your local area who deal with the type of work that you are interested in.

APHC
www.competentpersonsscheme.co.uk
0121 711 5030

BESCA
www.besca.org.uk
0800 652 5533

BSI
www.kitemark.com
08450 765610

CORGI
www.trustcorgi.com
0800 915 0485

CERTASS
www.certass.co.uk
08450 948025

EC Certification/Elecsa
www.eccertification.co.uk
www.elecsa.co.uk
08458 738786
08456 349043

FENSA
www.fensa.org.uk
020 7645 3700

GAS SAFE REGISTER
www.gassaferegister.co.uk
0800 408 5500

HETAS
www.hetas.co.uk
08456 345626

NAPIT
www.napit.org.uk
0870 444 1392

NICEIC
www.niceic.com
0870 013 0382

OFTEC
www.oftec.org.uk
08456 585080

Some registered installers are also members of the TrustMark scheme, which gives further consumer protection. For details, visit www.trustmark.org.uk

How can I find an installer registered with a Competent Person Scheme in my area or check that my chosen installer is with a scheme?

Visit www.competentperson.co.uk and enter your postcode or the name of the installer in the relevant search box. Alternatively, contact the Competent Person Scheme operators directly; their details are on pages 5 and 6

Please see below for examples of work that you do or do not need to notify to the Local Authority before starting. Please note that this list is not complete and there will be other work not listed here that you will need to notify. For some types of work marked * you may not need to notify in certain circumstances. If you are in any doubt you should contact your Local Authority Building Control team for advice.

You **DO** need to tell your Local Authority Building Control about the following work unless you use an installer who is registered with a Competent Person Scheme.

- New installation or replacement of a heating system or any boiler,
- regardless of fuel type
- New installation or replacement of an oil tank
- Installation of a new bathroom or kitchen if existing electrics or
- plumbing is altered or if new electrics or plumbing are installed
- Installation of fixed air conditioning systems
- Installation of additional radiators to an existing heating system*
- New electrical installations in bathrooms, kitchens and outdoors*
- Replacement window and door units

You **DO NOT** need to tell your Local Authority Building Control about the following work but you can still use an installer who is registered with a Competent Person Scheme.

- Repairs, replacements and maintenance work (except replacements of combustion appliances, oil tanks, electrical consumer units or glazing units, which do need to be notified)
- Additional power points or lighting points or any other alterations to existing circuits (except in bathrooms, kitchens or outdoors*)
- Like for like replacements of baths, toilets, basins or sinks

It should be noted however that renovation of a thermal element would usually require Building Regulation Approval. Thermal elements include roof, walls and floors that separates a thermally conditioned (heated or cooled) space from an unconditioned or external space. Renovation of the following elements (where more than 25% of the element concerned is being renovated) will require Building Regulation Approval:

- Renewal of roof coverings (re-tiling, re-slating & replacement roof membranes)
- Renewal of cladding to external walls or dormer cheeks
- Replacement internal or external finishes to walls (replastering, dry lining, external render)
- Renovation or replacement floors (replacement of screed or timber deck floor)

There are currently no Competent Person Schemes that cover works involving the renovation of a thermal element. You will therefore need to contact your Local Authority Building Control Service.

Below is a list of the types of work covered by Competent Person Schemes. The scheme contact details are overleaf.

Installation or replacement of oil-fired boilers, tanks and associated hot water and heating systems
[APHC](#), [BESCA](#), [NAPIT](#), [NICEIC](#), [OFTEC](#)

Installation or replacement of solid fuel burners and associated hot water and heating systems
[APHC](#), [BESCA](#), [HETAS](#), [NAPIT](#), [NICEIC](#)

Installation or replacement of hot water and heating systems
[APHC](#), [BESCA](#), [CORGI](#), [Gas Safe Register](#), [NAPIT](#), [NICEIC](#)

Installation of fixed air conditioning systems
[CORGI](#), [NAPIT](#), [NICEIC](#)

Electrical work (Fully Part P compliant)
[BSI](#), [EC Certification/Elecsa](#), [NICEIC](#), [NAPIT](#)

Electrical work in association with other work (kitchen installations, boiler installations)
[APHC](#), [CORGI](#), [EC Certification/Elecsa](#), [NAPIT](#), [NICEIC](#), [OFTEC](#)

Replacement windows and doors
[BSI](#), [CERTASS](#), [FENSA](#)

Installation of bathrooms, toilets, washing facilities
[APHC](#), [CORGI](#), [NAPIT](#), [NICEIC](#)