Forms

Form 1(W)

**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)**

1. The approved inspector in relation to the work is: **(3)**

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

1. 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—   1. as to the approximate location of any proposed connection to be made to a sewer, or 2. 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.] |

1. 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 in respect of the work described in this notice.

**13.** A copy of the notice of approval as an approved inspector under regulation 5 of the 2010 Regulations in relation to the work described in this initial notice is on the register kept by the body designated under regulation 3 of the 2010 Regulations.

I (the registered building control approver) confirm that none of the work to which this notice relates is higher-risk building work.

Signed Signed

Approved Inspector Person intending to carry out the work

Date Date

**NOTES**

1. Name and address of local authority.

1. Location and description of the work, including the use of any building to which the work relates.

1. Name and address.

1. 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.

1. Delete whichever does not apply.

1. **“**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.

1. Name of the approved inspector.

1. “Professional or financial interest” has the meaning given in regulation 9 of the 2010 Regulations.

1. Delete this statement if it does not apply.

1. 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.

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

Form 2(W)

**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.

1. This notice amends the work in the initial notice in the following manner: **(2)**

1. With this notice are the following documents, which are those relevant to the work described in this notice— **(3)**

1. a copy of the original notice;
   1. either—

* + 1. a statement to the effect that all plans submitted with the original notice remain unchanged, or

* + 1. 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—

1. as to the approximate location of any proposed connection to be made to a sewer, or

1. 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.]

1. The work [is]/[is not] **(4)** minor work. **(5)**

1. 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)**

1. 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 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: **(11)**

**13.** A copy of the notice of approval as an approved inspector under regulation 5 of the 2010 Regulations in relation to the work described in the initial notice (as varied by this amendment notice) is on the register kept by the body designated under regulation 3 of the 2010 Regulations.

I (the registered building control approver) confirm that none of the work to which this notice relates is higher-risk building work.

Signed Signed

Approved Inspector Person intending to carry out the work

Date Date

**NOTES**

1. Name and address of local authority.

1. 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.

1. 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.

1. Delete whichever does not apply.

1. “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.

1. Name of the approved inspector.

1. “Professional or financial interest” has the meaning given in regulation 9 of the 2010 Regulations.

1. Delete this statement if it does not apply.

1. 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.

1. Delete whichever does not apply. If the inspector is obliged to consult the sewerage undertaker, the declaration in paragraph 10 must be made.
2. Insert date.

Form 3(W)

**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)**

1. 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)**

1. A copy of the notice of approval as an approved inspector under regulation 5 of the 2010 Regulations in relation to the work described in this plans certificate is on the register kept by the body designated under regulation 3 of the 2010 Regulations.

1. 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.

1. The work [is]/[is not] **(2)** minor work. **(4)**

1. 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)**

1. I have consulted the fire and rescue authority in accordance with regulation 12 of the 2010 Regulations.] **(6)**

1. 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)**

I (the registered building control approver) confirm that none of the work to which this notice relates is higher-risk building work.

Signed

Approved Inspector

Date

**NOTES**

1. Location and description of the work, including the use of any building to which the work relates.

1. Delete whichever does not apply.

1. Insert date.

1. “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.

1. “Professional or financial interest” has the meaning given in regulation 9 of the 2010 Regulations.

1. Delete this statement if it does not apply.

1. Insert the date and reference number.

Form 4(W)

**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)**

1. The approved inspector in relation to the work is: **(3)**

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

1. 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—   1. as to the approximate location of any proposed connection to be made to a sewer, or      1. 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.] |

1. 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)**

1. 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.

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

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

1. 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.

1. I **(7)** have consulted the sewerage undertaker in accordance with regulation 13.] **(9)**

1. 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 in respect of the work described in this notice.

**17.** A copy of the notice of approval as an approved inspector under regulation 5 of the 2010 Regulations in relation to the work described in this initial notice is on the register kept by the body designated under regulation 3 of the 2010 Regulations.

I (the registered building control approver) confirm that none of the work to which this notice relates is higher-risk building work.

Signed Signed

Approved Inspector Person intending to carry out the work

Date Date

**NOTES**

1. Name and address of local authority.

1. Location and description of the work, including the use of any building to which the work relates.

1. Name and address.

1. 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.

1. Delete whichever does not apply.

1. “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.

1. Name of the approved inspector.

1. “Professional or financial interest” has the meaning given in regulation 9 of the 2010 Regulations.

1. Delete this statement if it does not apply.

1. 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.

1. 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.

1. Insert the date and reference number.

Form 5(W)

**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)**

1. 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)**

1. 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.

1. The work described above involves the insertion of insulating material into a cavity wall and this [has]/[has not] **(2)** been carried out.] **(4)**

1. Final certificates have now been issued in respect of all the work described in the initial notice referred to in paragraph 2 above.] **(4)**

1. A copy of the notice of approval as an approved inspector under regulation 5 of the 2010 Regulations in relation to the work described in this final certificate is on the register kept by the body designated under regulation 3 of the 2010 Regulations.

1. 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.

I (the registered building control approver) confirm that none of the work to which this notice relates is higher-risk building work.

Signed

Approved Inspector

Date

**NOTES**

1. Location and description of the work, including the use of any building to which the work relates.

1. Delete whichever does not apply.

1. Insert date.

1. Delete this statement if it does not apply.

1. “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.