HOW TO NOTIFY: THE THREE ROUTES

THREE WAYS TO GET NOTIFIABLE WORK SIGNED OFF. KNOW THEM?

Notifiable work must be **pre-notified to Local Authority Building Control** (your local council) unless it's an emergency, or unless the person doing the work is in a competent person scheme. "Person" is a legal term meaning the firm or sole trader doing the work.

1

JOIN A COMPETENT PERSON SCHEME (CPS)

e.g. **NICEIC** or **NAPIT**. No need to pre-notify, so you can start straight away.

- The work must be notified, through your scheme, within **30 days** of being completed
- The scheme sends a Building Regulations Compliance Certificate to the householder **and** Building Control
- You **still** issue your BS 7671 certificates to the client

Rough cost: NICEIC £750–850/year · NAPIT £500–600/year plus a fee per notification. You get a 24/7 technical helpline, discounted books and less admin. If you work for a registered company, you'll usually be covered by their scheme.

2

USE A REGISTERED THIRD-PARTY CERTIFIER

Pay someone who is registered to inspect, certify and sign off your work, and notify on your behalf.

- Tell the certifier within **5 days** of finishing the work
- The work is then notified within **30 days**

3

NOTIFY BUILDING CONTROL YOURSELF

Before starting, submit a building notice or full plans. **Allow up to about 30 days.** Building Control then becomes responsible for checking the work.

- If you're qualified to complete BS 7671 certificates, **give Building Control a copy**. They decide what further inspection is needed.
- They may issue a completion certificate or inspect it themselves
- **Build a good relationship with your local council.** Once they trust your work, they're less likely to inspect every job.

Electrician's Guide to the Building Regs · 1.4.1 Prior notification · 1.4.2 Competent person · 1.4.3 Registered third-party certifier · 1.4.4 Conditions of authorisation · **pp.24–27**

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HIGHLIGHT 1.4.1 TO 1.4.6. EXAM QUESTIONS ASK ABOUT NOTIFICATION METHODS.

> **Worth weighing (not advice)**
> If 90% of your work is non-notifiable, a scheme costing around £500–850 a year may not be worth it for the other 10%. Notify Building Control yourself and put the cost in your quote. If most of your work is notifiable, join a scheme. Never turn work down just because it's notifiable. **In an emergency**, make it safe. You can't leave something dangerous.

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