

## **PART P – ELECTRICAL SAFETY IN DWELLINGS.**

Electrical installations are responsible for a number of deaths by electrocution and can contribute to fires where installations fail or are incorrectly installed. To reduce these injuries and deaths the design, installation, inspection and testing of electrical installations are controlled under the Building Regulations Part P – Electrical Safety in Dwellings.

Part P requirements for ‘**ELECTRICAL SAFETY IN DWELLINGS**’

**1. Reasonable provisions shall be made in the design and installation of electrical installations in order to protect persons operating, maintaining or altering the installations from or injury.**

### **QUESTIONS AND ANSWERS .**

#### **What type of premise does the new Part P regulations apply to?**

**Answer:**

- (1) Dwelling houses and flats.
- (2) Dwellings and business premises that have a common supply e.g. shop with flat over.
- (3) Common access areas in blocks of flats e.g. corridors/stairs, excluding power supplies to lifts;
- (4) Shared amenities to blocks of flats e.g. laundries/store areas etc.

**It also applies to electrical installations in gardens, in or attached to or on land associated with the above building types, where the electricity is from a source located within or shared with a dwelling e.g. fixed lighting and pond pumps in gardens.**

**Electrical installations to outbuildings such as sheds, detached buildings and garages, and greenhouses are also covered, where the electricity is from a source located within or shared with a dwelling. (This includes these types of buildings that are exempt from other Building Regulations requirements – see relevant associated guidance notes and notes that follow).**

#### **What are electrical installations defined as?**

**Answer:** Any fixed Electrical cables or fixed electrical equipment located on the consumers’ side of the electricity supply meter. It also includes low voltage and extra-low voltage installations.

**“Extra-low voltage”** means voltage not exceeding -

- (a) in relation to alternating current, 50 volts between conductors and earth; **OR**
- (b) in relation to direct current, 120 volts between conductors;

**“Low voltage”** means voltage not exceeding -

- (a) in relation to alternating current, 1000 volts between conductors or 600 volts between conductors and earth; **OR**
- (b) in relation to direct current, 1500 volts between conductors or 900 volts between conductors & earth;

#### **What works require a Building Regulation application?**

**Answer:** The scope of Part P is wide ranging and the majority of electrical works undertaken to a dwelling are covered – this includes both new and alteration works e.g. re-wires, adding new circuits back to the consumer unit. Small jobs such as the provision of a socket-outlet or a light switch on an existing circuit will not need to be notified to Building Control (see exceptions for high risk areas such as kitchens and bathrooms).

All work that involves adding new circuits, or electrical work to a kitchen or bathroom or in ‘special locations’ (see below) and associated with special installations (garden lighting and power installation etc, will either require a Building Regulation application submission or the work must be carried out by a defined competent person who is registered with a ‘Part P Self Certification Scheme’.

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Replacement, repair and maintenance jobs are generally not notifiable, even if carried out in a kitchen or special location or associated with a special installation.

**See Appendix A** – for a list of works that might require a Building Regulation application. (It is not a full list of all possible works, but provides an indication of such works) – if in doubt ring Building Control.

## **DESCRIPTIONS OF MINOR WORK WHERE NO APPLICATION IS REQUIRED.**

### **Work consisting of:-**

- (1) Replacing any fixed electrical equipment (except the replacement of a consumer unit) e.g. Socket outlets, control switches or ceiling roses, which does not include the provision of any new fixed cabling.
- (2) Replacing cables for a single circuit **ONLY**, where damaged e.g. by fire, rodent or impact. **Replacement cables must have same current carrying capacity and follow the same route as existing and must not serve more than one sub-circuit through a distribution board.**
- (3) Refixing or replacing the enclosures of existing installation components, **where the circuit protective measures are unaffected;**
- (4) Providing mechanical protection in existing fixed installations, **where the circuit protective measures and current carrying capacity of conductors are unaffected by the increased thermal insulation.**
- (5) Installing or upgrading main or supplementary equipotential bonding. **Work must comply with other applicable legislation, e.g. Gas Safety (Installation and Use) Regulations.**

### **AND**

**Work that is not in a kitchen\*, bathroom or special location or does not involve a special installation (*Special locations and installations are listed below*) and consists of:**

- (1) Adding lighting points (light fittings and switches) to an existing circuit. **Only if existing circuit protective device is suitable and provides protection of the modified circuit, and other relevant safety provisions are satisfied.**
- (2) Adding sockets outlets and fused spurs to an existing ring or radial circuit. **Only if existing circuit protective device is suitable and provides protection of the modified circuit, and other relevant safety provisions are satisfied.**

### **AND**

**Work not in a special location, on:**

- (1) Telephone or extra-low-voltage wiring and equipment for the purpose of communications, information technology, signalling, control and similar purposes.
- (2) Prefabricated equipment sets and associated flexible leads with integral plug and socket connections.

**\*Kitchen** is defined in the Building Regulations as ‘a room or part of a room which contains a sink and food preparation facilities’. *As a guide only, in open plan areas the zone of a kitchen may be considered to extend from the edge of the sink to a distance of 3m or to a nearer dividing wall.*

**\*\***In large bathrooms, the location containing a bath or shower is defined by the walls of the bathroom.

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### Special locations and installations means:

"**SPECIAL INSTALLATIONS**" means an electric floor or ceiling heating system, outdoor lighting or electric power installation, an electricity generator, Solar photo voltaic (PV) power supply systems, or an extra-low voltage lighting system, which is not a pre-assembled lighting set bearing the CE marking referred to in regulation 9 of the Electrical Equipment (Safety) Regulations 1994; **and**

"**SPECIAL LOCATIONS**" means a location within the limits of the relevant zones specified for Baths / Showers / Swimming or Paddling Pools or Hot Air Saunas in the Wiring Regulations, sixteenth edition, published by the Institution of Electrical Engineers and the British Standards Institution as BS 7671: 2001.

**NOTE:** See I.E.E. Guidance Note 7, which gives more guidance on achieving safe installations, where risks to people are greater.

### I am intending to build an exempt shed, greenhouse, detached garage / building or carport – do the electrical regulations apply? and what is the implication on the Building Regulation exemption?

**Answer:** If you intend to provide electrical installations to any building usually exempt under the Building Regulations, which receives its electricity from a source shared with or located inside a dwelling. A Building Regulations application is required for the electrical work, even if an application is not required to actually build the structure itself. **Refer to appropriate guidance leaflets on the rules for exempting the above works.**

### I am intending to build an exempt attached porch, conservatory or attached garage – do the electrical regulations apply? and what is the implication on the Building Regulation exemption?

**Answer:** Conservatories, porches and attached garages are not special locations. Work in them is therefore not notifiable, unless it involves the installation of a new circuit or the extension of a circuit in a kitchen or special location or associated with a special installation.

Refer to appropriate guidance leaflets on the rules for exempting the above works. Please note if adapting existing circuits you are recommended to ensure the circuit is protected with a RCB, as the new circuit sockets could be used to power portable equipment for out door use.

### I am intending to do a rewire or replace my consumer unit does this require Building Regulation Approval?

**Answer:** Yes this is not considered minor works. (Alternatively, see Competent Persons Scheme).

### I am intending to install a socket-outlet on an outside wall of a dwelling does this require Building Regulation Approval?

**Answer:** Yes, since the socket-outlet is an outdoor connector that could be connected to cables that cross the garden and requires RCD protection. (Alternatively, see Competent Persons Scheme advice).

### I am intending to fix an electric garage door or external gate opener does this require Building Regulation Approval?

**Answer:** No, this is not normally notifiable where you are connecting them to an existing isolator, but the installation of the circuit up to the isolator is notifiable works.

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**I am intending to provide external lighting / garden lighting does this require Building Regulation Approval?**

**Answer:** Yes - if you are providing a fixed installation, as outdoor lighting and power installations are 'special installations'. Any new work in the garden or that involves crossing the garden is notifiable. (Alternatively, see Competent Persons Scheme advice).

**I am intending to install a garden pond with a electric pump does this require Building Regulation Approval?**

**Answer:** Yes if you are providing a fixed installation, as outdoor power installations are 'special installations'. Any new work in the garden or that involves crossing the garden is notifiable. RCB protection should be provided. (Alternatively, see Competent Persons Scheme advice).

*NOTE - The installation of prefabricated, "modular" systems (for example armoured garden cabling) linked by plug and socket connectors is not notifiable, provided that products are CE-marked and that any final connections in kitchens and special locations are made to existing connection units or points (possibly a 13A socket outlet).*

**I am intending to install electrical equipment to the outside of my house does this require Building Regulation Approval?**

**Answer:** The installation of equipment attached to the outside wall of a house (for example security lighting, air conditioning equipment and radon fans) is not notifiable, provided that there are no exposed outdoor connectors and the work does not involve the installation of a new circuit or the extension of a circuit in a kitchen or special location or associated with a special installation.

**I am intending to install new lighting / electrical fan / electric shower / additional lighting to my bathroom/ ensuite / shower room does this require Building Regulation Approval?**

**Answer:** Yes - as a bathroom / ensuite / shower room are 'special locations'. (Alternatively, see Competent Persons Scheme advice).

**Is the replacement electric shower or shower pump in a bathroom notifiable?**

**Answer:** No – despite the increased risk of electrical shock to persons in bathrooms and shower rooms, the ODPM does not consider such replacement work to be notifiable, unless it is not on a like for like basis or it involves the provision of a new circuit (such as to cope with an increased power rating). You are however advised due to this higher risk of electrocution to employ only competent electricians to undertake this work for you.

**I am intending to provide additional lighting and sockets in my kitchen does this require Building Regulation Approval?**

**Answer:** Yes - a kitchen is a 'special location' –. (Alternatively, see Competent Persons Scheme).  
*NOTE - The installation of prefabricated, "modular" kitchen lighting systems linked by plug and socket connectors is not notifiable, provided that products are CE-marked and that any final connections in kitchens and special locations are made to existing connection units or points (possibly a 13A socket outlet).*

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**Does the connection of a new cooker, or replacement of a cooker in a kitchen require Building Regulation Approval?**

**Answer:** No – The installation of fixed equipment is within the scope of Part P, even where the final connection is by a 13A plug and socket. However, work is notifiable only if it involves fixed wiring and the installation of a new circuit or the extension of a circuit in a kitchen or special location or associated with a special installation.

**Does the installation of new central heating control wiring require Building Regulation Approval?**

**Answer:** Yes these are notifiable even where work in kitchens and bathrooms is avoided.

**Are minor electrical installation works in a utility room notifiable?**

**Answer:** No - the definition of a kitchen does not include a utility room. Minor works (see above for definition) such as adding socket-outlets and lighting points to existing circuits will therefore not require the submission of a Building Regulation application.

**Do replacement consumer units/ sockets and switches have to comply with the requirements of Access for All Building Regulations Part M?**

**Answer: No** – Part M only applies to newly constructed dwellings. ALL NEW BUILD switches , sockets and consumer units should comply with the accessibility requirements of Part M (refer to Disabled Access guidance notes) . Accessible consumer units should comply with BS EN 60439-3.

**MAKING A BUILDING REGULATION APPLICATION.**

**How do I make a Building Regulation application?**

**Answer:** If the **notifiable** electrical works are associated with other Building Regulation works, e.g. house extension – the electrical works should be included on the extensions ‘**Full plans**’ application, Any plans submitted must be endorsed with appropriate notes to cover the electrical installation (see below) and should also show full details of the proposed wiring installation.

**OR**

You can submit a ‘**Building Notice**’ application for the electrical works, on receipt Building Control will review the work complexity, e.g. does it include kitchens / bathrooms and (if required) request appropriate additional information.

***Both application forms include statements regarding the electric works.***

**EXCEPTIONS:** If you use a member of a ‘**Competent Person Self-Certification Scheme**’ (C.P.S.), you do not have to submit a Building Regulation application for the proposed electrical work.

**I’m an agent /architect- what’s my role?**

You have a responsibility to ensure that your client is aware of the legislation in relation to Part P to avoid problems developing at the construction stage.

## What do I need to show on my plans on full submissions?

**Answer:** For the majority of Full Plans applications, the client will not know whether the electrical contractor will be a member of a Competent Person Scheme or not. With this in mind, the Full Plans application form requires the applicant to declare whether they intend to use an electrician who is a member of a Competent Person Scheme or not. This therefore brings the matter to their attention.

**You must then provide full details of the electrical works to be undertaken on the plans submitted and endorse them with the following double statement:**

### **ELECTRICAL WORKS BY A NON- COMPETENT PERSON SCHEME MEMBER:**

***'All wiring and electrical work will be designed, installed, inspected and tested by a \*person qualified\* to do so in accordance with the requirements of BS 7671, the IEE 16<sup>th</sup> edition wiring guidance and Building Regulation Part P (Electrical Safety). On completion of works a copy of installers Electrical Installation Test Certificate compliant with BS 7671 is to be provided to the client and Local Authority'.***

**AND**

***Prior to covering of all wiring / cables, the installation is to be inspected by Building Control. This may include a second check and testing of the installation by a Competent Person Scheme member. Any defective work found will have to be corrected at the owner's own expense.***

***\*A person qualified\* to do so - will have appropriate qualification, knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS7671, be fully versed in the inspection and testing procedures contained in the regulations and employ adequate calibrated testing equipment. (Building Control will expect suitable evidence to be provided of a person's competency prior to accepting such persons BS7671 certificate – refer to guide checklist).***

***\*\*Members of established national electrical trade organisations who are not Part P certified need to prove evidence of their membership, have a preplaster / pre-covering of wiring inspection carried out by Building Control and they must issue the correct BS7671 installation, inspection and testing certificates on the works completion.\*\****

### **ELECTRICAL WORKS BY A COMPETENT PERSON SCHEME MEMBER:**

***All wiring and electrical works to be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 16<sup>th</sup> edition wiring guidance and Building Regulation Part P (Electrical Safety) by a member of the O.D.P.M Competent Person Scheme.***

**AND**

***The competent person is to send to the Local Authority a 'Self-certification Certificate' within 30 days of the electrical works completion. Client must receive both a copy of 'Self-certification Certificate' and a BS 7671 Electrical Installation Test Certificate.***

***Please note that for complex schemes, such as large apartment complexes, Building Control may request electrical layout drawings and specifications.***

## What do I need to show on my plans on Building Notice submissions?

**Answer:** Building Notice application forms include an electrical installation statement – by signing the application form you are agreeing to comply with the Local Authorities requirements as regards to design, installation, testing and certification in accordance with BS7671. **(See full plans statement above).**

You should also include full details of the electrical works to be carried out, including earthing provisions and wiring diagrams – where an existing installation is to be adjusted a report on the existing installation suitability to carry the new loadings should also be included.

The client and/or agent is also responsible for ensuring that the required inspections during installation and on completion are carried out – sufficient inspections are to be made to allow the for an **Electrical Installation Test Certificate compliant with BS 7671 to be issued.**

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### What is the Competent Persons Scheme?

This scheme enables electricians to self-certify their own electrical work. A competent person under the scheme has the necessary knowledge, skill and experience of the type of electrical work to be undertaken to enable them to avoid the dangers to themselves and others that electricity can make. A person qualified to 'self-certify' is a 'legal person', i.e. a firm or an individual, registered with an electrical self-certification scheme authorised by the Secretary of State. Similar self-certification schemes include 'CORGI' for the gas industry and 'FENSA' for the windows industry.

The members of the Competent Person schemes that are able to self-certify their own work must have an appreciation of how the Building Regulations in general affect their electrical installation work, and they need to be sufficiently competent to confirm that their work complies with all the applicable requirements of the Building Regulations, not just Part P. (e.g. Part B – no holes in fire resistant garage ceilings etc., Part A – no excessive notches in floor joists which will affect their structural integrity etc.)

***If electrical work subject to Part P is undertaken by an electrician qualified to self-certify their work under the Competent Persons Scheme, there is no need to submit a Building Regulation application to the local authority, and no site inspections will be necessary by the Building Control Surveyor.***

### Who are Competent Persons?

**Answer:** Contractors or persons registered with one of the Part P self-certification schemes authorised by the Secretary of State – **Competent Persons Scheme (C.P.S).**

It will be this person who is responsible for ensuring that the electrical works are designed, installed and tested in compliance with BS 7671.

### IMPORTANT NOTES ABOUT THE COMPETENT PERSONS SCHEME:

**Always obtain evidence that your contractor is actually a 'Competent Person Scheme' member. Ask for the contact details of their membership body if necessary.**

**Your approved competent person, MUST PROVIDE a self-certification certificate to the Local Authority and yourselves, not more than 30 days after the electrical works are completed.**

***PLEASE ENSURE THAT THE SELF-CERTIFICATION CERTIFICATE IS SENT TO THE LOCAL AUTHORITY –OTHERWISE IT CAN LEAVE YOU OPEN TO ENFORCEMENT ACTION AND IT WILL ALSO CAUSE YOU PROBLEMS IF YOU EVER WANT TO SELL YOUR PROPERTY.***

### How can I find an electrician approved under the Competent Person Scheme?

**Answer:** Either look in the Yellow Pages under 'Electrical Contractors' where a range of 'Part P' electricians are listed, or refer to the Contacts below and contact one of the membership bodies listed.

**IMPORTANT: An electrician may be a member of the organisations below without being qualified to self-certify their work. Check they are Part P certified.**

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### Current competent person scheme providers are:

- **British Standard Institution** – [www.kitemarktoday.com](http://www.kitemarktoday.com).
- **The Electrical Installation Self-Assessment Scheme** - A person registered by Fensa and British Board of Agreement, (ELECSA Ltd) [www.elecsa.org.uk](http://www.elecsa.org.uk) - Phone – 0870 749 0080
- **National Inspection Council for Electrical Installation Contracting** (N.I.C.E.I.C Certification Services Ltd) -NICEIC Approved Contractors Scheme / Domestic Installers Scheme - [www.niceic.org.uk](http://www.niceic.org.uk) - Phone - NICEIC helpline 020 7564 2320 or Domestic Installers Scheme 0870 013 0391
- **The National Association of Professional Inspectors and Testers** – (N.A.P.I.T Certification Limited) <http://www.napit.org.uk> - Phone – 0870 441392 / Fax – 08704441427
- **The Electrical Contractors Association** (E.C.A) - [www.eca.co.uk](http://www.eca.co.uk) or [www.partp.co.uk](http://www.partp.co.uk)– Phone – 020 7313 4800

### DEFINED COMPETENCE SCHEMES

This is an extension of the main ‘**Competent Persons Scheme**’ to allow specified trade association members to carryout limited electrical works associated with their job e.g. Corgi registered plumbers installing electrical items as part of plumbing installation works. You are advised to contact the appropriate scheme providers to establish how to join or to establish their current members:

- **CITB - Construction Skills, Building Engineering Services.**
- **CORGI Services Ltd.** - <http://www.corgi-gas-safety.com/>
- **N.I.C.E.I.C Certification Services Ltd** - [www.niceic.org.uk](http://www.niceic.org.uk) - Phone - NICEIC helpline 020 7564 2320 or Domestic Installers Scheme 0870 013 0391
- **Oil Firing Technical Association for the Petroleum Industry Ltd** (OFTEC). [www.oftec.org.uk/](http://www.oftec.org.uk/)

*Up to date scheme members are indicated on the O.D.P.M web site - [www.communities.gov.uk](http://www.communities.gov.uk)*

### Other useful web pages / associations.

Institution of Electrical Engineers (I.E.E) – [www.iee.org/Publish/WireRegs/IEE\\_Buildings\\_Regs.pdf](http://www.iee.org/Publish/WireRegs/IEE_Buildings_Regs.pdf)

The Wiring Regulations BS 7671: 2001 can be obtained from the Institution of Electrical Engineers, P.O. Box 96, Stevenage, Herts SG1 2SD [email sales@iee.org.uk](mailto:sales@iee.org.uk) or the British Standards Institution, Customer Services, 389 Chiswick High Road, London W4 4AL ([email c.services@bsi-global.com](mailto:c.services@bsi-global.com))

### My electrician is a member of the NICEIC / ECA. Does this mean that I don't have to make a Building Regulations application?

**Answer:** Not necessarily. An electrician can be a member of one of the recognised electrical bodies (for example, the NICEIC, ECA etc.) without being qualified to self-certify their own work.

### My electrician is competent , qualified and is a member of a recognised trade body, but is not registered to self certify.

A competent electrician is consider to be somebody who has will have a sound knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS7671, be fully versed in the inspection and testing procedures contained in the regulations and employ adequate calibrated testing equipment. (Building Control would expect evidence of this before accepting certificates of such persons).

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For members of established national electrical trade organisations (listed above), who are not Part P certified, we will accept their own BS7671 installation, inspection and testing certificates. Providing they provide evidence of their membership, have a preplaster / pre-covering of wiring inspection carried out by Building Control and they issue the correct BS7671 installation, inspection and testing certificates on the works completion. This is because these organisations define and audit competency and the service quality for these contractors.

A Building Regulation application will have to be submitted to the local authority, with the relevant fee. The Building Control Surveyor will need to be asked to undertake a visual inspection before the electrics are covered over and once again upon completion. Providing that everything is in order, you will be issued with a 'Completion Certificate' by the local authority, which you will need when you sell your property.

## **My electrician is unable to prove competency.**

**Take great care if this is your chosen route to check the contractor out properly.**

Typically, this may be an electrician who has traded as such for some time, but who has never felt the need to sign up with a recognised trade body and is therefore unable to prove their competency.

An application will have to be made to the Local Authority for approval under the Building Regulations before starting work, together with the appropriate fee. You are required to notify us that works are starting to allow us to carryout appropriate inspections prior to the works being covered over.

A copy of your installers BS 7671 electrical installation certificate (which is required in all cases) must however be provided to the homeowner and Local Authority. ***(Building Control would expect evidence of this installer's suitability to complete this certificate before accepting it - refer to guide checklist).***

On receipt of this information Building Control will assess whether or not a second test is to be carried out on behalf of the Council.

## **Can I do my own electrics?**

**Answer: You are strongly advised** before you decide this route you take professional advice from a qualified electrician. Preferably a member of the **Competent Persons Scheme**.

An application / appropriate charge payment must be submitted to Building Control, together with a wiring diagram and specification.

Building Control will inspect the works by request prior to the wiring being covered over and at completion.

The works may also require testing as deemed necessary by Building Control and any defective work found will have to be corrected as required at your own expense.

***It may be cheaper and quicker to employ a competent person as described above to do the works.***

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## What inspections will the council make?

*The ten Building Control authorities within Greater Manchester (Bolton, Bury, Rochdale, Salford, Manchester, Trafford, Wigan, Stockport, Tameside, Oldham) have all agreed to manage the new requirements in a similar way. However, it is important to note that authorities outside of the Greater Manchester area may administer the system differently.*

Where other building work is being carried out our normal inspection process will apply.

For **electrical work only applications**, you or your contractor must notify us on commencement, prior to covering the wires e.g. pre-plaster stage and once again on completion.

**Our normal completion inspection will be undertaken when we are notified by the builder / owner (see notes below on what test certificates need to be provided).**

The Building Control Surveyors are **not** electricians, and are not trained as such. They cannot provide specific technical advice in relation to electrical installations; for example, they cannot advise you how to rewire a property.

The role of the Building Control Surveyor is to provide a visual check during the installation to identify obvious signs of incompetence. They are not there to test, but more to ensure that the installer has tested, or had tested, any installation to ensure the work meets reasonable standards. This clearly places the responsibility on the person carrying out the work to ensure that inspection and testing of electrical installations is carried out.

The surveyors will also ensure that during the course of the electrical installation work, the other aspects will have been complied with, e.g. the effect that the electrical wiring will have on the structure, that joist notching is not excessive, fire resistance / fire stopping is carried out. Also that sound insulation provisions are not affected, ventilation, accessibility and energy conservation requirements are met.

**An exception to this is where the electrical works are carried out under a 'Competent Persons Scheme', as it is this person who is responsible for ensuring that the works comply with all the Building Regulation requirements and no inspection would be necessary for the electrical works.**

## What will the Council inspect and how much will it cost?

**Answer:** Electrical work carried out **other than through** a 'Competent Persons Scheme' will attract a charge based on our estimated cost of works scheme - see our Charges leaflet (note a minimum charge applies).

There are three scenarios:

- Where work is being undertaken in connection with other work that requires a Building Regulation application:** An additional question regarding electrical installations has been incorporated into the Full Plans and Building Notice forms. There will be no additional fee as it is likely that the work will be visually checked at the same time as the other works.
- Where work is being undertaken separately from other work requiring a Building Regulation application:** e.g. where a kitchen extension is being built, but the house is being rewired at the same time. Again, the Full Plans or Building Notice form must be used. An additional fee will be required for the electrical works, based on a 50% reduction of the 'Other works' charges.
- Where only electrical adaptations are taking place:** There is a new application form specifically for electrical works. The fee will be based on the current 'Other Works' fee schedule.

Please contact your Local Authority Building Control division for copies of the application forms and current charges.

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### **What Test Certificates do I need to provide on works completion?**

**Answer:** On completion of the works the following need to be provided:

#### **LOCAL AUTHORITY BUILDING REGULATION APPLICATIONS.**

*In all cases a copy of your installers 'Electrical Installation Certificate compliant with BS 7671' MUST BE provided to the Local Authority and the building owner.*

***If your contractor fails to provide a BS7671 test certificates - enforcement action may be taken against the householder and no completion certificate will be issue, which will cause difficulties if you try to sell your property.***

#### **PLEASE NOTE:**

*You must ensure that your installer completes all schedules to the electrical installation certificate, including details of each circuit / wiring schematic's / circuit diagrams specifications, etc.*

***Periodic Inspection Report (PIR) is not acceptable as a test certificate. However any work carried out to correct deficiencies in a PIR can fall within the scope of Part P.***

#### **C.P.S SCHEMES.**

If using a competent person – on completion of the electrical works the person ordering the work should receive a signed '**Building Regulations Self-Certification Certificate**' issued under the O.D.P.M Competent Person Scheme (Copy to be provided to the Local Authority within 30 days of the works completion by installer). ***Please ensure you installer does this to avoid legal action being taken against you and to allow for the Local Authority to issue a Completion Certificate.***

**The person ordering the work should also receive a duly completed Electrical Installation Certificate compliant with BS 7671. It is important that this certificate is made out and signed by the competent person who carried out the design, construction, inspection and testing works.**

### **What is the significance of the 'Completion Certificate' issued by Building Control?**

The Completion Certificate issued by your Building Control Surveyor upon satisfactory completion inspection of the work is an extremely important document. You will need this document should you ever sell or remortgage your property. Your buyer's solicitor will want evidence that the work was completed to the satisfaction of Building Control, or likewise that the work was undertaken by an electrician under 'The Competent Person' scheme.

Please note that where your electrics form part of a larger building regulation application (e.g. a kitchen extension), the completion certificate will not be issued until satisfactory completion of **ALL** works.

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**How will the local authority know whether my work has been undertaken by a ‘Competent Person’ under the self-certification scheme?**

Where an individual or firm is affiliated to the Competent Persons Scheme, they should forward details of satisfactory installations to yourself and their membership body promptly. Their membership body will then forward details of all satisfactory installations to your local authority, and this must be done within 30 days of the installation. Please ensure that your electrician forwards the information to their membership body, otherwise it can leave you open to enforcement action, and it will also cause you problems if you ever want to sell your property.

**What happens if I do not make a Building Regulation application or use a ‘Competent Person’?**

**Answer:** Failure to comply with the regulations is an offence and the Local Authority can pursue a prosecution for a fine against the person who has carried out the work and / or the householder. Fines up to £5,000 for the contravention, and £50 each day the contravention continues can be imposed. We can also require the removal or alteration of work that does not comply with Regulations.

You will require confirmation that the correct procedure was followed should you ever sell your property. Make sure you obtain the appropriate certificates for any work you have done.

**Fraudulent Certification.**

BS7671 requires that a person installing electrical work or altering an existing installation must test the installation and provide certification to the owner.

A satisfactory electrical installation and test certificate must be forwarded to Building Control before a Completion Certificate can be issued. If the local authority suspects that fraudulent certification is being utilised under any circumstances, Trading Standards and any associated trade body will be notified.

**Disclaimer**

Please note that the information in this leaflet provides only a basic guide in relation to new legislation for the installation / alteration of electrics in domestic properties. Therefore, should you require information regarding the in-depth technicalities and requirements of the appropriate legislation, please refer to Approved Document P of the Building Regulations, or the relevant British Standards and IEE Regulations.

Your local authority cannot be held responsible for any misinterpretation concerning this booklet; additional information or final clarification should be obtained directly from your local Building Control office, or your appointed ‘Competent Person Scheme’ electrician.

**EXAMPLES OF ELECTRICAL WORKS REQUIRING BUILDING REGULATION APPLICATION OR INSTALLATION BY COMPETENT PERSON (NOTIFIABLE WORKS.)**

TYPICAL DOMESTIC LOCATIONS.	EXTENSIONS AND MODIFICATIONS TO CIRCUITS.	NEW CIRCUITS.
Bathrooms.	✓	✓
Bedrooms.	X	✓
Bedrooms containing a shower or basin.	✓	✓
Burglar Alarms.	X	✓
Carports and Covered areas / yards		
Ceiling (Overhead) / floor heating.	✓	✓
Communal areas of flats.	✓	✓
Computer cabling.	X	X
Conservatories and Porches.	X	✓
Dining Rooms.	X	✓
Ensuite Bath / Shower rooms	✓	✓
Extra low voltage (E.L.V) non pre-assembled C.E. marked lights.	✓	✓
Gardens – power and lighting.	✓	✓
Garden pond pump, including supply.	✓	✓
Garden Sheds / Greenhouses.	✓	✓
Halls and landings.	X	✓
Integral Garages.	X	✓
<b>Kitchens.</b> (Kitchen is defined as a room or part of a room, which contains a sink and food preparation facilities. As a guide in open plan areas the zone of a kitchen may be considered to extend from the edge of the sink to a distance of 3m or to a nearer dividing wall).	✓	✓
<b>Kitchen Diners / open plan living rooms – (must be outside the zone specified above in kitchens)</b>	X	✓
Lofts.	X	✓
Lounge (see kitchen note).	X	✓
Remote / detached buildings e.g sheds /garages.	✓	✓
Remote / detached garages.	✓	✓
Complete new / rewire of installation.	N/a	✓
Installing a hot air sauna.	✓	✓
Shower rooms.	✓	✓
Installing small-scale generator.	✓	✓
Installing a solar photovoltaic power system.	✓	✓
Stairways.	X	✓
Studies.	X	✓
Swimming pools.	✓	✓
Telephone cabling.	X	X
TV Rooms.	X	✓
Workshops – detached from dwelling.	✓	✓

(✓ - Building Regulation Approval required) / (X – Building Regulation Approval not required)

## Building Regulations Part P Electrical Safety – Non-Competent Person Assessment Form.

To be completed by the electrician carrying out work if not a member of a certifying body such as NICEIC, ELECSA or ECA etc

Installation Theory Qualifications (either is sufficient)	Date completed
1. Electrical Installations C & G 2360 Part 1 and 2	
2. Electrical Installations C & G 2351 Level 3	
3. Electrical Installations C & G 2330 Level 3	

Practical Qualifications (either is sufficient)	Date completed
1. J.I.B. or equivalent apprenticeship.	
2. Electrical Installations Practical AM1 and AM2	
3. Electrical Installations Practical C & G 2356	

Inspection & Testing Qualifications (both preferred)	Date completed
1. 16 <sup>th</sup> Edition BS7671 Requirements for Electrical Installations.	
2. Inspection, Testing and Certification of Electrical Installations	

Other Qualifications and Practical Experience	Duration/Dates

Test Instrument Details	Make	Model	<u>Calibration date</u>
1. Insulation Resistance Tester			
2. Continuity Tester			
3. Earth Loop Impedance Tester			
4. R.C.D. Tester			

### Requirements for completed electrical works

1. Designed, Constructed, Inspected and Tested in accordance with requirements for Electrical Installations BS7671.
2. Components comply with British Standards or harmonised European Standards selected and installed in accordance with BS7671.
3. Submission of an Electrical Installation Completion Certificate for new installations, additional circuits or major alteration. Model forms Appendix 6 of BS7671.
4. Submission of a Minor Works Certificate for repairs, additions or alterations to an existing circuit. Model forms Appendix 6 of BS7671.

Name of Electrician:.....

Signed: .....

Address: .....

Date:.....