



# Building Notice - Part P Electrical Installations Only

Telephone 01304 872495 Fax 01304 872360  
[buildingcontrol@dover.gov.uk](mailto:buildingcontrol@dover.gov.uk)



The Installer, on behalf of the applicant should ideally complete this form. You need only make a Building Notice application where the Installer is not registered under a Competent Person Scheme

If you have any queries please contact the Building Control team for assistance on 01304 872495.

### 1. Applicant details (see note 1)

Name.....  
Address.....  
Postcode..... Telephone number.....

### 2. Installer details (see note 2)

Name .....  
Address.....  
Postcode..... Telephone number.....  
e-mail.....

### 3. Location of building to which work relates (see note 3)

Address.....  
Postcode..... Telephone number.....

### 4. Description of Existing Work to be altered or Extended and / or New Installations (see note 4)

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.....  
.....

### 5. Submission charge (see note 5)

Charge £..... plus VAT £..... Total charge enclosed £.....

### Statement

This statement is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2) (a)

Name..... Signature..... Date.....

Please return to: Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent. CT16 3PJ

## Guidance Notes For Part P Electrical Installation Applications

1. The applicant is the person who is having the proposed building work carried out.
2. The Installer is a person employed by the applicant to submit details of the proposed work. Generally communication from the Council about the application will be with the Installer.
3. The location of the building is the address at which the installation is taking place.
4. Please describe in detail what electrical work will be taking place.
5. The submission charge payable can be found in Table 2 of the fees enclosed or is available separately from Building Control or on our website at [www.dover.gov.uk/planning/forms.asp#building](http://www.dover.gov.uk/planning/forms.asp#building). The fee must be paid at the time of submission. If you have any queries regarding our charges please contact us prior to submitting your full plans application.
6. An invoice for the inspection charge, where applicable, will be forwarded to the person noted on the form after the first inspection of the work by the Building Control Officer.
7. Floor area means the area calculated when measured between the walls of the **proposed** building or extension at all floor levels. If you propose more than one extension the floor area of each can be added together. The formation of rooms in the existing roof space i.e. loft conversion, are treated as an extension.
8. Building Regulations 'Part P - Electrical Safety in Dwellings' apply to electrical works being undertaken to dwellings. All wiring and electrical works must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 17th edition wiring guidance. Failure to comply with these regulations is an offence, and the Council can pursue a prosecution for a fine against any person contravening them and it is also likely that it will not be possible to sell your property. Full details of these regulations, including the definition of '**notifiable works**' can be found in the Approved Document to 'Part P - Electrical Safety in Dwellings'
9. Government approved competent persons self-certification schemes for electrical safety in dwellings: BRE certification Ltd [www.partp.co.uk](http://www.partp.co.uk), British Standards Institution [www.kitemarktoday.com](http://www.kitemarktoday.com), ELECSA Ltd [www.elecsa.org.uk](http://www.elecsa.org.uk), NAPIT certification Ltd [www.napit.org.uk](http://www.napit.org.uk), NICEIC certification Services Ltd [www.niceic.org.uk](http://www.niceic.org.uk). Defined competence schemes (for persons who do electrical work as an addition to their main activity e.g gas installers, kitchen & bathroom fitters): ELECSA, NAPIT, NICEIC as above, CORGI Services Ltd, [www.corgi-gas-safety.com](http://www.corgi-gas-safety.com), Oil Firing Technical Association [www.oftec.org.uk](http://www.oftec.org.uk). For the latest information on approved competent persons self-certification schemes see "Building Regulations" at [www.communities.gov.uk](http://www.communities.gov.uk)

### Please Note

Upon completion of your building work and following a satisfactory final inspection we will provide you with a Certificate of Completion. This certificate is an important document, which can be passed on to future owners of the property as proof that the work meets the requirements of the Building Regulations.

For the latest news and guidance on the Building Regulations, visit: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)