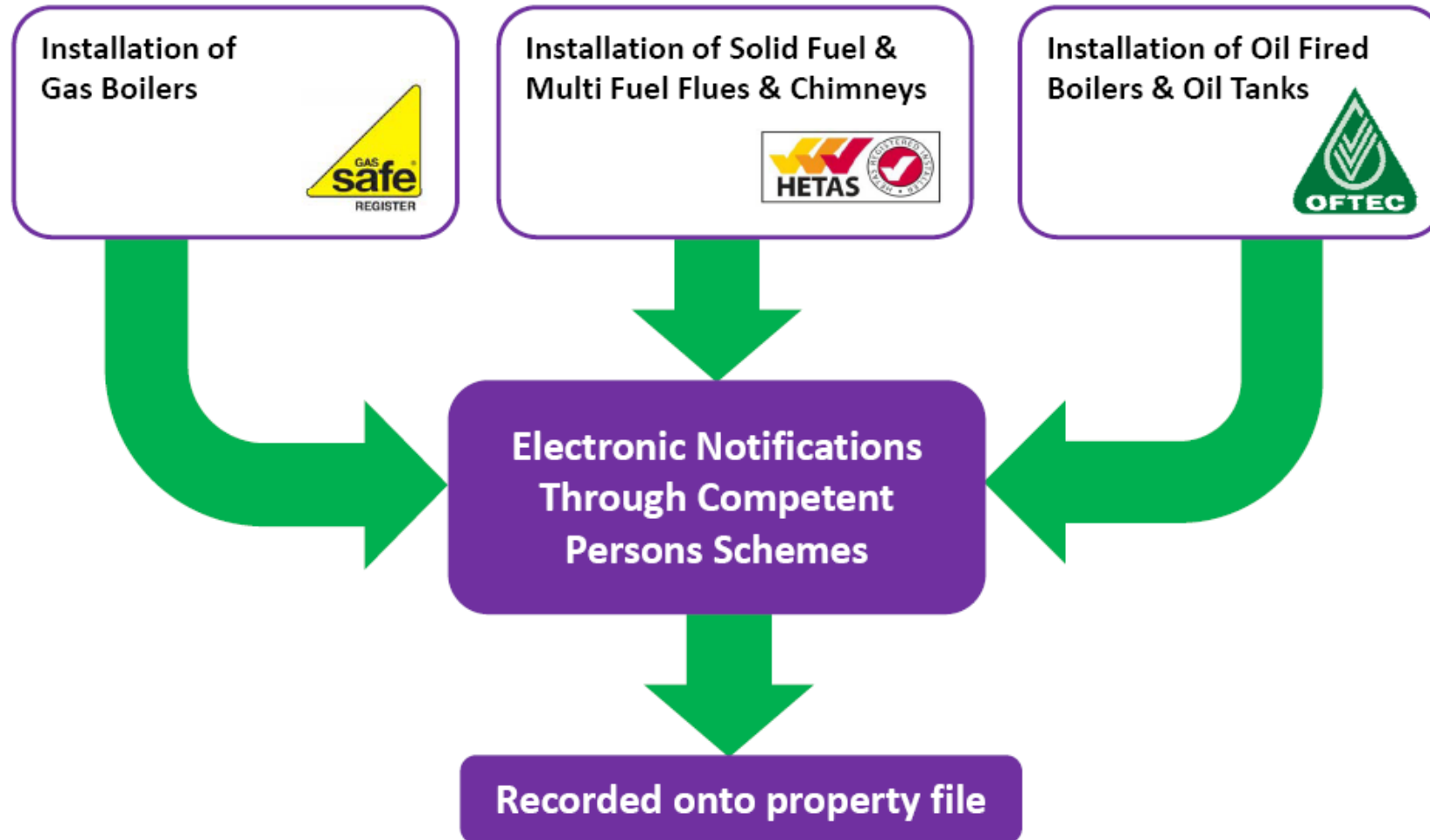




Building Control Notification Procedures



Notice to Gas Safe Register

Registered Engineers are reminded that they must leave Commissioning Certificates with all boilers when any work is carried out on the heating system. The installation must also be registered with Gas Safe Register. Gas Safe Register will then provide the owner with a Compliance Certificate and will notify Building Control, acting as the Registered Engineer's agent.

There is no need to make a separate Building Regulation application when using this method for any gas installation although some LPG vessels may require Planning Permission. It is not acceptable for a non-registered person to install an appliance and ask a registered engineer to commission their work.

The Flow Chart on page 3 of this guidance note indicates our expectations of the notification procedure. Registered Engineers must notify Gas Safe Register electronically that they have carried out works.

It is not uncommon for the Legal and Financial professions to hold up and delay the conveyance of properties if these certificates are not in place. This can be very costly and frustrating for all involved. This can easily be avoided if our procedures are followed.

Please also note the Departments notification procedures with regard to LPG storage vessels up to 1.1 tonne capacity comprising of one tank standing in open air, and gas burning appliances with a rated input up to 70kW Net.

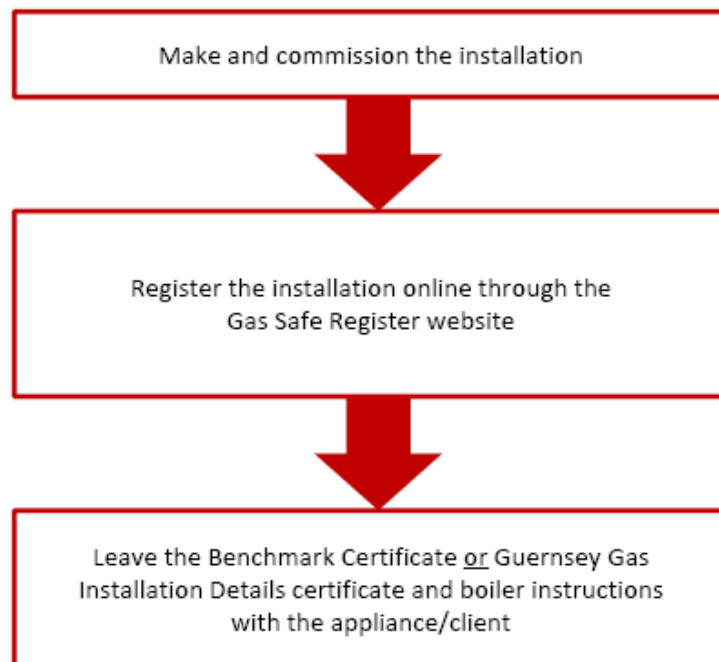
If you have any additional queries regarding Gas Safe Register and their procedures, these can be obtained from the Gas Safe Register web site at www.gassaferegister.co.uk.

Building Control Notification Procedures — Gas Boilers

Gas Safe Register Installation of Gas Boilers*

*LPG Storage Vessels: For the installation of LPG Storage Vessels, a controlled appliance application form will be required with the appropriate fee. Visit www.gov.gg/planning for building control application forms and fee details.

Engineer will...



Gas Safe will...



Notice to HETAS Technicians

Technicians are reminded that Building Control must be notified of any alteration to a chimney or flue. A durable notice plate for hearths and flues must be securely fixed in the appropriate place. It is also a requirement that a carbon monoxide detector is installed.

Registered technicians: All installations must be registered with HETAS who will then notify Building Control, acting as the installer's agent.

Non-registered technicians: Unless the work forms part of a larger scheme that has a valid Building Licence, an application for the work must be made and a building licence received prior to the commencement of the work. Building Control are required to inspect all aspects of this work and must be satisfied that the work is compliant with Building Regulations.

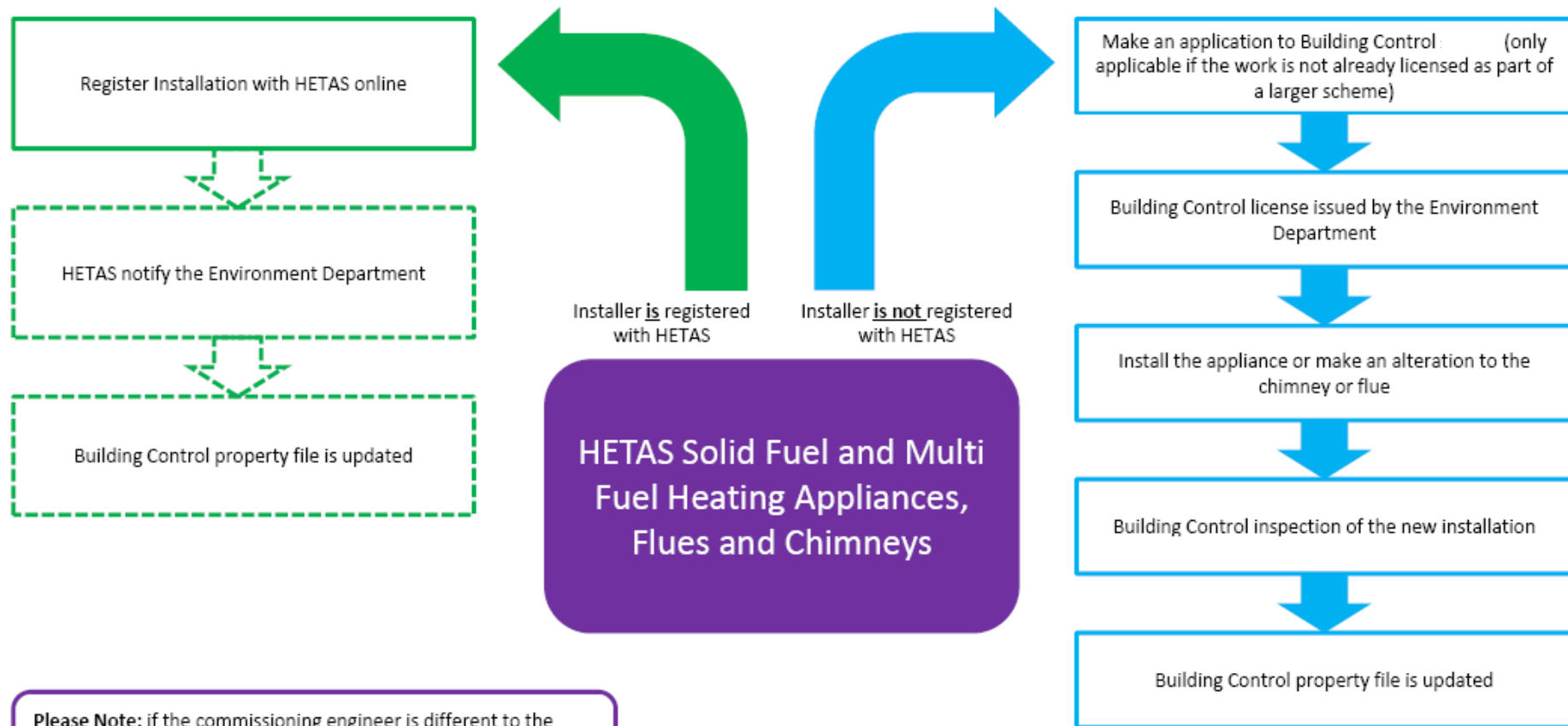
The Flow Chart on page 5 indicates our expectations of the notification procedure. Registered Technicians must adopt this procedure and notify HETAS electronically that they have carried out the work.

It is not uncommon for the Legal and Financial professions to hold up and delay the conveyance of properties if these certificates are not in place. This can be very costly and frustrating for all involved. This can easily be avoided if our procedures are followed.

If you have any additional queries regarding HETAS and their procedures, these can be obtained from the HETAS website at www.hetas.co.uk.



Building Control Notification Procedures — Solid Fuel Appliances



Please Note: if the commissioning engineer is different to the installation engineer then the 'commissioning' part is also a 'controlled service' and requires separate notification to HETAS



Notice to OFTEC Technicians and Commissioning Agents

There are two routes to the Departments notification system detailed below. The coloured flow chart on page 7 should be referred to when reading this page.

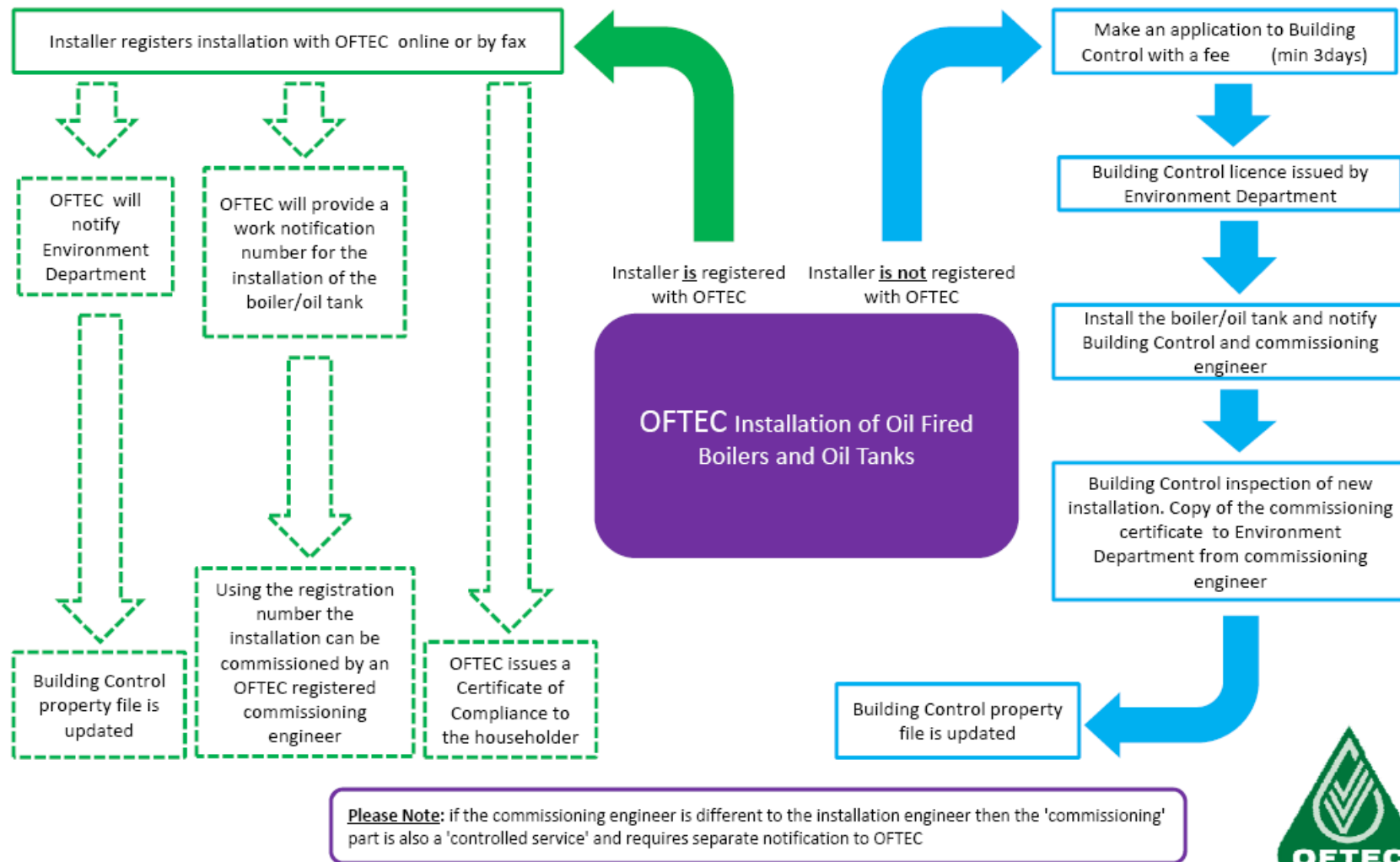
Green the Department's preferred approach. The installer notifies OFTEC electronically or by fax that they have completed an Installation. OFTEC then forward that record electronically to the Department, which means that the installer has complied with the requirements of the Law.

Blue used when the installer is not OFTEC registered. The installer can make an application for a Building License prior to the installation of an oil storage tank or boiler and pay the appropriate fee. This option is still popular and, provided that the boiler is commissioned by an OFTEC registered commissioning agent and the certification sent to the department, you will have complied with the requirements of the Law.

Installers are reminded that they are expected to leave commissioning certificates with the householder upon completion, and for those engineers who are not OFTEC registered, a copy of the commissioning certificate must be sent to Building Control in order for the application to be closed.

It is not uncommon for the Legal and Financial professions to hold up and delay the conveyance of properties if these certificates are not in place. This can be very costly and frustrating for all involved. This can easily be avoided if our procedures are followed.





States of Alderney

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Please be advised that this guidance note relates only to the situation with regard to Building Regulations and that separate planning permission may be required in respect of your proposal. You are advised to seek separate, appropriate advice with regard to the position under planning. Development should not be commenced until and unless all necessary statutory consents have been obtained.