

LABSS INFORMATION PAPER INFOP04 - 2015 Version 2

ALTERATIONS TO EXISTING DWELLINGS

External Wall Insulation System

Applicable to Domestic Buildings only in relation to
Administration and Supporting Information required for Building Warrants, CCNPs and Completion Certificates

BACKGROUND:

A working party was recently set up to look in to the Local Authority processing of Building Warrant Applications and Completion Certificate Submissions for the above projects.

1. To aid contractors and system providers in obtaining Building Warrant (BW) consents it was decided to prepare a checklist for contractors and Local Authorities.
2. In addition to this it was decided to provide further guidance to Local Authorities on the additional issues that will need to be considered when processing both BWs and Completion Certificate Submissions (Form 5s).

BUILDING WARRANTS:

Building Warrant applications are intended to be multi plotted sites. An appropriate locality should be agreed between the Local Authority (LA) and the Contractor / System Provider prior to the BW submission. It would be appropriate to attach the various addresses to one multi-plot application on the Uniform addressing system.

In these BW submissions the applicant is invariably not the owner. The contractor could in many cases be the applicant and also the agent. Where the owner is not the applicant, all the owners of the individual units/plots being altered require to be formally notified when the BW is granted. A list of the owners should be included in the BW application form or on an appended list.

While the owners will have been notified of the BW having been issued it is anticipated that the BW (or a copy) may not be forwarded to the owner. This may lead in the future to many requests from the owners for copies of BW's when they come to sell the altered properties.

CONSTRUCTION COMPLIANCE AND NOTIFICATION PLANS (CCNP)

A CCNP for each housing unit/plot will be issued by the Local Authority verifier at the time of issue of the BW in accordance with the "Verification During Construction Handbook". Consideration should be given to the level of the inspection regime to be undertaken for the site.

One Form 5 will accompany the approved BW and associated plans/documents. In general the BW's will be multi-plotted approvals. Therefore, advice on where to find additional Form 5s should be included.

At the earliest date possible after the BW has been granted it would be advisable to sub-plot the large multi-plot approved Warrant on Uniform. This will allow Notice of Acceptance Certificates (NACCs) to be issued as soon after the Form 5s have been received. It is expected that these will arrive very quickly after the BW has been issued.

COMPLETION CERTIFICATE SUBMISSIONS (FORM 5)

It is understood that the contractor/system providers are required to lodge Completion Certificate Submissions within 30 days of completion of the individual unit/plot. This is understood to be the time they have to lodge the certification with the Scheme provider to receive the grant payment from the Government.

It is understood that a NACC requires to be issued by the Local Authority verifier for every unit/plot that forms part of the BW consents. The NACC will be issued in the majority of cases to the Relevant Person/Agent who in many cases will be the contractor/scheme provider.

As with the BW, the owner requires to be notified if they are not the Relevant Person, when the NACC has been issued.

While the owners will have been notified of the NACC having been issued it is anticipated that this certificate may not be forwarded to the owner. This may lead in the future to many requests from the owners for copies of CAC's when they come to sell the properties altered. Contractors therefore are advised to make available a copy of the NACC to the owners as soon after receipt as possible.