

Notification to Local Authority Building Control

The Building Regulations in England and Wales make it a **legal requirement** for the appropriate Local Authority (LA) to be informed about the installation of a heat producing gas appliance and any associated heating and hot water systems installed with the appliance. This includes boilers, water heaters, warm air heaters, gas fires and flued cookers. As a Gas Safe registered engineer you are responsible for ensuring the LA is notified.

Gas Safe Register can help you meet your legal requirement through our facility to notify the LA on your behalf.

How does Gas Safe Register notify the Local Authority?

When you let Gas Safe Register know you have installed a heat producing gas appliance, Gas Safe Register will inform the relevant LA on your behalf. Your customer will then receive a Building Regulations Compliance Certificate which may be needed when the property is sold or re-mortgaged.

Benefits of notifying through Gas Safe Register

- Simple compliance with your legal requirement to notify Building Regulations
- The facility is quick and cost effective
- Promotes a reputation of professionalism and customer service
- Gas Safe Register takes care of passing the required information to the LA
- Gas Safe Register sends your customer a Building Regulations Compliance Certificate or a Declaration of Safety Certificate which is your self declaration of compliance
- It helps stamp out illegal gas work

How do you notify?

You can notify your work through Gas Safe Register either online or by telephone. It is important to report accurate information and you will need to provide the following information about the work undertaken:

- address
- manufacturer
- postcode
- model
- date of completion
- version
- customer name
- location
- certificate delivery address
- appliance work category
- the installing engineer

How long do I have to notify?

The Building Regulations state that the LA must be notified of the installation within 30 days.

What happens in other regions?

Similar requirements to England and Wales exist in Isle of Man and Guernsey. There is currently no mandatory requirement to notify installations in Northern Ireland or Scotland. However, you can still notify your work and your customer will receive a Declaration of Safety Certificate.



Notifying online:

- Visit www.GasSafeRegister.co.uk/engineers
- Log in using your User ID and Password
- Visit the 'Notifications' area and click on 'Report Gas Work.'
- Fill in the relevant information and make payment. A discount applies for notifying online. The online charge is **£2.20 plus VAT** per notification; for this up to 6 items per address can be notified.



Notifying by phone:

- Call **0800 408 5577** and one of our team will take your notification details
- The charge to make a notification by telephone is **£3.50 plus VAT** per notification; for this up to 6 items per address can be notified
- Please note: a maximum of 5 properties can be notified in this way per occasion.

For more information visit

www.GasSafeRegister.co.uk/notifications

The image shows two sample certificates. The left one is a 'BUILDING REGULATIONS COMPLIANCE' certificate, and the right one is a 'DECLARATION OF SAFETY' certificate. Both forms have a yellow header and contain fields for property address, date of completion, and installer details. The 'BUILDING REGULATIONS COMPLIANCE' certificate includes a section for 'Work completed by' and 'On behalf of' with a signature line. The 'DECLARATION OF SAFETY' certificate includes a section for 'Property address' and 'Date of completion' with a signature line. Both certificates have a 'Gas Safe Register' logo at the bottom right.

www.GasSafeRegister.co.uk

