Cyngor Sir Gâr
Carmarthenshire County Council
Yr Uned Rheoli Adeiladu, Ty Parcyrhun, Ffordd Y Rhyd, Rhydaman, SA18 3FB
Building Control Team, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB
rheolaeth.adeiladu@sirgar.gov.uk
building.control@carmarthenshire.gov.uk
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Building Regulations Renovation of Thermal Element Building Notice
Application form (Wales) for non-higher-risk building work

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

Please see the Notes section for helpful links

1. Person intending to carry out the work details *(The person/company physically undertaking the building work)*

Name:	
Address & Postcode:	
Phone:	
Email:	

2. Client details (*Legal dutyholder for compliance - The person or organisation commissioning the building work)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

3. Principal contractor / Sole contractor details *(The contractor in overall control of the construction phase)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

4. Principal designer / Sole or Lead designer details *(The party responsible for preparing the design)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

5. Agent details *(A person acting on behalf of the client to submit the application)*

Name:	
Address & Postcode:	
Telephone:	
Email:	

6. Address of property or properties to which this application relates

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7. Proposed works - delete as appropriate

Renovation of Roof / Walls(s) / Floor(s)

8. Fee Charges

Renovation of a thermal element to a single dwelling, inclusive of vat @ 20% **£ 220.00**

These charges are for the installation of additional insultation as a result of the renovation work being carried out, example: replacing roof coverings with similar materials. If any other building work is required to faciliate the renovation, it will be subject to other charges. Please contact Building Control if you require more information

To make a card payment by phone please contact our Cashiers and state that the payment is for a Building Control application on 01267 228686

9. Declaration

This application is deposited in relation to the building work etc, as described above. It is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge

I / we apply for Building Notice Acceptance as described on this form and as detailed on any supplementary documents

Signature
On behalf of:
insert clients name where the declaration is made by an agent
Date

10. Return Completed Application

Please return by:
Email: building.control@carmarthenshire.gov.uk
Post: Building Control Team, Carmarthenshire County Council, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB

The use of a building notice to inform the building control authority of building work etc, is restricted to certain building types. Additional information will also be required to accompany your building notice depending upon the work proposed. Further information can be found in the attached notes and checklist.

This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings

LABC CYMRU

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Notes

[Design and building work: meeting building requirements | GOV.WALES]
[Part 2B (dutyholders and competence) of these Regulations]

The below roles 1-5 can overlap but must still be clearly identified.

1. **Person intending to carry out the work details** - The person or company physically undertaking the building work. Usually the builder / contractor on site.

2. **Client details** - The person or organisation commissioning the building work. Holds overall responsibility for ensuring compliance.

3**. Principal contractor / Sole contractor details** - The contractor in overall control of the construction phase. The person appointed to **plan, manage and coordinate** the construction phase

4. **Principal designer / Sole or Lead designer details** - Responsible for planning, managing, and coordinating design work. Ensures health, safety, and regulatory compliance in design.

5**. Agent details** - A person acting on behalf of the client to submit the application. Can be the Architect or consultant submitting the application.

6. **Address of property or properties to which the application relates** - The full postal address of the location where the building work is to be carried out, including postcode. If more than one property the full postal addresses are required for every property included on this application.

7. **Proposed works** - Provide a clear description of the proposed building work. If undertaking more than one thermal element, please specify.

8. **Fee Charges** – The standard fee charge for one property has been added to the application form – if you are doing more than one property please contact Building Control on **01267 246044** or building.control@carmarthenshire.gov.uk

9. **Declaration** - The declaration confirms that the information provided is correct and that the applicant is authorised to act on behalf of the client. The client confirms they agree to the application and understand their responsibilities under the Building Regulations. Signatures may be provided electronically.

Renovation of a Thermal Element

A Thermal Element is a roof, wall or floor which separates a thermally conditioned (heated or cooled) space from any of the following:

- The outside (including the ground), or
- An unheated part of the same building, or
- A structure exempt from the building regulations, such as porch or conservatory, or
- Part of the same building heated or cooled to a different temperature

Renovation of a Thermal Element means adding a new layer to a Thermal Element or the replacement of an existing layer. When the renovation is to more than 50 percent of the surface of the individual element or 25 percent of the total of the building envelope, Building Regulations approval will be required prior to carrying out the work and the Thermal Element may require upgrading to provide more insulation.






When assessing this area proportion, it should be taken as that of the individual element, not all the elements of that type of building. The area of the element should be interpreted in the context of whether the element is being renovated from inside or outside, example. if removing all the plaster finish from the inside of a solid brick wall, the area of the element is the area of external wall in the room. If removing external render, it is the area of the elevation in which that wall sits.

The consequence of this change is that much building work, previously exempt from the Building Regulations as it was considered a repair, may now require approval. For example:

- Replacement of a slate or tiled roof covering even if like for like!
- Re-plastering of a wall
- Replacement of felt on a flat roof
- Renewal of a ceiling below a cold loft space
- External rendering or re-rendering of a wall
- Renewal of cladding to a dormer
- Renovation of a ground floor involving replacement of screed or timber decking