

ANNEX 1

CONVERSION

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the building regulations apply.

Change in the occupation or use of :-

1. a building to create a dwelling or dwellings or a part thereof
2. a building ancillary to a dwelling to increase the area of human occupation
3. a building which alters the number of dwellings in a building
4. a domestic building to any other type of building
5. a residential building to any other type of building
6. a residential building which involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase the number of people occupying, or expected to occupy, the building
7. a building so that it becomes a residential building
8. an exempt building (in terms of schedule 1) to a building which is not so exempt
9. a building to allow access by the public where previously there was none
10. a building to accommodate parts in different occupation where previously it was not so occupied.

ANNEX 2

CERTIFICATES FROM APPROVED CERTIFIERS OF DESIGN

Please list reference numbers of any certificates from approved certifiers of design which relate to this application, and attach the original signed certificates to this application:-

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Important note

The Certificates must be original documents, signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

ANNEX 3

CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION

Please list the certification schemes for which you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission.

Schemes–

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[If known] Please list approved certifier of construction details; Name of Certifier & Registration No., Name of Approved Body & Registration No.:-

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Important Notes

1. From 4th January 2009, when notice is given on the application for building warrant of the intention to provide a certificate from an approved certifier of construction to accompany the completion certificate submission, the applicant is entitled to a discount on the fee.
2. If the intention to provide a certificate from an approved certifier of construction is not declared on this form, this does not preclude a certificate subsequently being provided with the completion certificate submission.
3. Any person intending to use an approved certifier of construction should check the current status of known firms by using the Certification Register available at www.sbsa.gov.uk

NOTE: If after giving notice of intent to use a certifier of construction a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.

ANNEX 4

SUSTAINABILITY

In the table below, please indicate with an 'X' which aspects of the building have been designed to achieve a higher level of sustainability as defined in Section 7 of the Technical Handbooks.

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions					
Energy for space heating (domestic only)	Not Applicable		Not Applicable		Not Applicable
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability and flexibility (domestic only)					
Well-being and security (domestic only)					
Material use and waste (domestic only)					

Where this application relates to multiple buildings, please state which buildings the higher aspects relate to:

Address of building(s) -

Important Note

Where this application is for multiple buildings which have been designed to achieve different levels of sustainability in Section 7 then a separate table will be needed for each building or group of buildings to which each level relates.