



## GUIDANCE INFORMATION FOR BOILER REPLACEMENTS

**It is important that a Building Notice is submitted before any work is started**

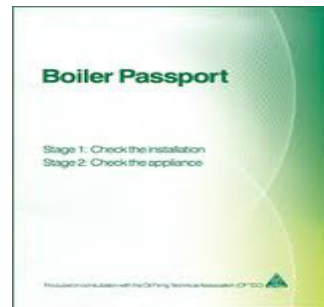
1. Tick the appropriate box for **Building Notice** and complete the sections **A, B, D & E**.
  - Section A: – Your details, agent is your heating installer/plumber.
  - A daytime contact number is required.
  - An email address if available, for any communications we need to send you.
  - Section B: Description of works – Existing heating system replaced with new heating , flue arrangement etc.
  - Section D:. Fees Item (10) Replacement of a combustion appliance in a dwelling - £72.00 is the fee you need to submit.
  - Section E: Sign and date the completed form and return to your Local Council.
  
2. When the boiler is installed the plumber will leave you the appropriate commissioning information. **A copy of this is required by Building Control.** Examples detailed below
  - ✓ **Gas Boiler – Commissioning Checklist Benchmark Cert.**



- ✓ **Oil Boiler – CD/11 Oil firing servicing & commissioning report or at the back of the Boiler Passport**



The image shows a sample of the OFTEC oil firing servicing & commissioning report form. The form is titled 'OFTEC oil firing servicing & commissioning report' and includes sections for 'Customer Details', 'Boiler Details', 'Servicing Details', and 'Commissioning Details'. A large 'SAMPLE' watermark is overlaid on the form.



**3. It is your responsibility to have the boiler inspected by Building Control.**

To do this:

- Call your local Councils Building Control Service
  - **OR** email an inspection request to your local Building Control Service.
- 4.** Building Control will need a copy of the commissioning information. Have this ready for the Building Control Surveyor to collect on the day of inspection.
- 5.** If the work complies with the Building Regulations a Completion Certificate will be issued.