

# How to notify your works in England, Wales and Guernsey

## Changes to Building Regulations (England & Wales)

Changes to the Building Regulations mean that from April 1st 2005 in England and Wales and April 1st 2007 in Guernsey Local Authority Building Control must be notified of any oil firing and storage installation and commissioning works undertaken and self-certified by OFTEC Registered Businesses and Technicians. Furthermore, householders must receive a certificate stating that any works undertaken in their home comply with the Building Regulations in force on the date the works were completed.

## Works Notification – the Benefits

To help make life easier for all its Registered Technicians, OFTEC has implemented a system to make the Works Notification process as simple as possible. OFTEC Registered Businesses can now notify their works to OFTEC, and OFTEC will inform the relevant Local Authority, and provide a certificate to the householder on the Business' behalf. OFTEC's Works Notification Scheme not only meets legal requirements, but is an added benefit OFTEC Registered Technicians can offer their customers. The only alternative means of compliance is to arrange a Local Authority Building Control Inspection for any works subject to Building Regulations – which can be very costly and time consuming.



## Peace of Mind

For householders, the changes provide peace of mind that any work has been done by a Competent Person to the relevant standards. The process will also become increasingly important in 2007, with the Government's scheduled introduction of Home Information Packs. These packs will form part of the 'log book' for any property, detailing any work done and proving compliance with Building Regulations – vital as and when a property is sold or leased.

## Works Notification Simplified

The Works Notification system is simple for OFTEC Registered Technicians as follows:

1. Register your job details online (or by fax)
2. OFTEC notifies Local Authority Building Control and issues a certificate of compliance to the householder on your behalf.

# How to Register your Works Online

## How to Register your Works Online

First, you need to complete and return the direct debit form that OFTEC has sent you. After this has been processed at OFTEC, your password will be activated so you can submit Works Notifications online.

**Step 1.** Log into the Registered Technician's area of the OFTEC website at [www.oftec.org](http://www.oftec.org) using your OFTEC Registration number.

**Step 2.** Use your password to access Work Notifications. You can then:

- Add a new Work Notification
- View Notification history
- Change your password
- View details held by OFTEC on your company and employees. If you wish to make any amendments you should contact OFTEC by emailing [support@oftec.org](mailto:support@oftec.org). You will not be able to amend these details online.

**Step 3.** To add a new Notification you will then need to input the following:

- Job completion date. Once entered, this cannot be amended.
- The address where the works were carried out. You have the option of providing a different dispatch

address, if different to the works address, so OFTEC knows where to send the certificate of compliance to the householder. For new build we'll require details of the relevant local authority, as some locations won't have been allocated a postal address until the build is complete.

- At this point you **can** also add **your own** unique job reference number

Once you have entered the site details, you will see a summary screen. Click on the "Add Work Details" button to add work activity details.

**Step 4.** Add the job details.

- Tick the box next to the name of each technician that worked on the job.
- Choose the work activity from the drop down list of notifiable jobs. **IMPORTANT:** You can only notify works for which the selected OFTEC Registered Technician(s) hold the appropriate OFTEC Registration. If a work activity is highlighted in red, you have not selected a technician permitted to carry out this type of works, and the notification will be invalid.<sup>1</sup>
- Select the location eg. Boiler Room
- Select the quantity of that type



of work

- Click "Save" to save details of work and return to summary screen.

From then on, OFTEC takes care of everything else – notifying Local Authority Building Control and issuing the certificate of compliance to the householder. Payment for online notification will be by direct debit.

If you encounter any problems during the online notification process, simply return to the summary screen and mark the record as invalid. This will prevent the job being notified to Local Authority Building Control and you will not be charged.

You can amend job details at any time up to the point where the Local Authority is notified. However, the date cannot be amended, so if this is incorrect mark the notification as invalid to prevent it being reported, and start another record with the correct details.

## Alternatives to Online Notification

If your business does not have access to the internet, you have the option of faxing back your work notification details.

The updated version of the fax form is now available to download from the OFTEC website, or can be obtained from OFTEC on 0845 65 85 080. Once you have a master copy you can photocopy as many as you need.

The forms consist of a series of boxes which need to be completed

with job address, details, Technician details etc. in pretty much the same format as the online method. Then, the form needs to be faxed back to OFTEC on the dedicated premium rate number 09055 689 003

Faxed notifications are charged at £4 per job which is collected by Direct Debit in addition to a £1 charge per fax using the premium rate line. You should make sure the direct debit form has been completed and returned before attempting to fax

through any Work Notifications.

Only Building Regulations Work Notification Fax forms can be accepted on this dedicated fax line. Any illegible or incomplete faxes will not be accepted. All other fax correspondence should be sent to the OFTEC administration office on 0845 6585181.

After OFTEC has received the details, it will notify Local Authority Building Control and issue a certificate of compliance to the householder.

1. If you select a job from the drop down menu which Technician isn't registered for, the Works Notification will not go through. Contact OFTEC by emailing [support@oftec.org](mailto:support@oftec.org) to resolve the problem – it could be as simple as a newly qualified Technicians whose details haven't yet been updated on the OFTEC database.