

Building Control Application Form & Replacement Roof Check List

Please complete this form in full as your instruction for jhai to carry out the Building Control function as a Corporate Approved Inspector under the Building Act 1984 and the Building (Approved Inspectors) Regulations 2010. Signing confirms that you have made the property owner aware of our appointment and that they authorise jhai to sign the Initial Notice on their behalf.

Project Details

Description of works (please tick all those applicable)			
Replace existing conservatory roof with a system approved roof			
Replace existing conservatory frames/dwarf wall on existing concrete base			
Build new extension with system approved elements			
Name of approved base/wall/roof systems to be used:			
Anticipated start date		Project duration	

Property Owners Details

Name			
Address			
Telephone		Email	

Site Address if different from above

Address	
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System Installers Details

Name	
Address/Company	
Person responsible:	
Tel/Contact details	
Email	

Invoice Details Please indicate to whom the fee should be invoiced

Name	
Address/Company	
Email	



This checklist outlines the things that the installation company should be aware of when making a Building Regulations application to jhai for the replacement of a fully glazed conservatory roof. You will need to evidence that the installation will meet the points set out below.

Ensuring adequate structural support for the new roof

Are the existing base and foundations suitable for carrying the additional loads?		
<p>Note: the base should be visually by the installer’s surveyor to ensure that any brickwork to the base is not cracking or that the base is not moving away from the house, photographic evidence to be provided at the point of application. The building control inspector may ask to see a trial hole to ensure that suitable foundations are present if cracking is evident in the structure.</p>		
Tick the Box that applies	YES	NO

Are the frames fully reinforced?		
<p>A metal detector is useful to provide evidence. If the frames are not fully reinforced, then the installer must provide evidence to jhai that the frame has been suitably reinforced. A reinforced corner post must be present in every case.</p>		
Tick the Box that applies	YES	NO

Approved Document L - Ensuring thermal isolation of the conservatory

Is the conservatory separated from the house by suitable doors/frames?			
<p>Photographic evidence of this must be provided at the point of application. If the householder wishes to remove the separating door from the house, thereby removing the thermal isolation, then a separate application should be sent to jhai Enerji+ requesting a whole property SAP calculation to be done. Please note additional work and cost may be required to ensure compliance.</p>			
Tick the Box that applies	YES	NO	Previously removed prior to these works

Are there independent temperature controls or an on/off switch for heating in the conservatory?		
Tick the Box that applies	YES	NO



Fees

Replacement roof only (System approved) £350 plus VAT (replacement frames above dwarf walls included where appropriate)

Replacement roof only (non-system approved) £500 plus VAT (replacement frames above dwarf walls included where appropriate)

Removal of thermal barrier (excluding cost of SAP calculations) £100 plus VAT

Signature	Print Name	Date

By signing and submitting this form you are agreeing to our fees as stated above and our terms of business noted on our website

- a. Note where all walls of an existing conservatory are to be removed this constitutes an extension and a fee quotation will be provided.
- b. Where a thermal barrier has been removed previously a photo to demonstrate this should be submitted with the application.
- c. These notes should be read in conjunction with Technical Guidance Note 2 relating to Replacement roofs (maybe with a web link to this).
- d. This form is to be used for replacement roof projects only. If the project is for more complex works then please contact your local office for a fee quotation and appropriate form.

The questions above deal with the basic elements that jhai will consider when processing your building control application and will be considered during the inspection process. Please note that any inspection of the work carried out by jhai does not guarantee that the works meet compliance, and compliance with the building Regulations remains the responsibility at all times of the person carrying out the work.

Your application will not be registered unless all the above details for the building owner have been provided. The form and associated plans/photographs must be returned at least 7 days before works commence on site.

