

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 Trade Fees

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?

Note: the base should be visually inspected 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.

Tick the Box that applies

YES

NO

Are the existing frames suitable to carry the additional loads from the roof?

Do the existing frames need to be reinforced to carry the proposed additional loads. If this is necessary the installer should satisfy themselves that the frames are suitably reinforced. Jhai reserve the right to request the evidence necessary to justify the installers answer.

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?

Photographic evidence from the installers survey, showing the existing conservatory location etc and the existing thermal separation, 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.

Tick the Box that applies

YES

NO

Previously removed prior to these works

Are there independent temperature controls and, an on/off switch for heating in the conservatory?

Tick the Box that applies

YES

NO

Fees

Building Control Fees

Reroof, including new frames	£350 plus VAT
Extension	£550 plus VAT
Removal of thermal element (doors connecting to dwelling) and/or enlargement of existing opening connecting to dwelling)	£100 plus VAT

SAP Calculation Fee

Notional and proposed SAP calculation to justify the removal of thermal element (doors connecting to dwelling)	£200 plus VAT
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Signature	Print Name	Date

By signing and submitting this form you are agreeing to our fees as stated above, to our terms and condition as detailed on our website and to the following:

- That all statements made above are true and correct.
- That the installation of the replacement roof will be undertaken strictly in accordance with the roof manufacturers requirements and guidance applicable at the time of the installation and that all materials and products used in the construction of the roof will be strictly in accordance with the requirements of the manufacturer and to meet compliance with the applicable requirements of the building regulations.
- The installer should take sufficient photographs during the time that the work is undertaken such that they are able to demonstrate that the works meet compliance with the above statement. JHAI reserve the right to request copies of this evidence at any point both prior to and after the issuing of the final certificate.

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.