

# OFTEC TECHNICAL BOOK THREE PART 1 (DOMESTIC) OFTEC PROCEDURES

## Building Regulations Work Notification Fax

(Diagram P6.1)

Use this form to notify OFTEC of work at ONE ADDRESS ONLY that conforms with Building Regulations. Postcodes must be entered IN FULL or your form will be invalid and no certificate can be issued.

### Building Regulations Works Notification Fax

**1** Your business name  
**2** Telephone No.  
**3** OFTEC Technician Nos. Tech 1 Tech 2 Tech 3 Tech 4  
**4** OFTEC Business No.  
**5** Contact name

**2** **Site address**  
 Name  
 House No.  
 Street  
 Town  
 County  
 Postcode in full  
 Telephone No.  
 New Build (Tick if it's New Build and fill in the Local Authority below)  
 Local Authority

**2** **Certificate despatch address**  
 (If your customer asked for the certificate to be sent to a different address.)  
 Name  
 House No.  
 Street  
 Town  
 County  
 Postcode in full  
 Telephone No.

**3** Installation completion date (dd/mm/yy) / /  
 Your unique invoice or reference number

**3** **Oil work completed**  
 (Write the quantity fitted, in the box below) Quantity Location

Install a domestic oil storage facility	1a		
Install an oil supply facility	1b		
Install a non-domestic oil storage facility	2a		
Install open flued pressure jet appliance/conversion	3a		
Install room sealed balanced flued pressure jet appliance	3b		
Install open flued vapourising appliance/conversion	3c		
Install fan assisted vapourising appliance	3d		
Install wet central heating system & controls	4a		
Install wet central heating controls	4b		
Install open flue system chimney & data plate	5a		
Install open flue chimney lining & data plate	5b		
Install/commission open vented hot water storage system & controls	6a		
Install/commission un-vented hot water storage system & controls	6b		
Install/commission domestic hot water system - oil combination appliance	6c		
Commission central heating system & controls	7a		
Commission pressure jet appliance installation	7b		
Commission vapourising appliance installation	7c		
Commission conventionally open flue chimney	7d		

**3** **Electrical work completed**  
 (Write the quantity fitted, in the box below) Quantity Location

One or more new circuits for oil equipment		
Extension to circuit (in kitchen, special location/ installation)		
Main/ supplementary equipotential bonding		
Heating (central heating/ room heating/ hot water/ boiler/ controls/ cooker)		

Key for location of electrical work. Enter the letter codes above.  
 A Dwelling house F Detached shed, garage or greenhouse  
 B Flat G Common area of block of flats  
 C Common area of block of flats H Special location (room containing bath or shower, swimming pool, sauna)  
 D Building sharing supply with dwelling J Garden  
 E Building extension or conservatory

I declare that the above works have been carried out in accordance with Local Building Regulations as required.

**4** Signature

The cost of fax notification will be approximately £5 plus VAT, until further notice. (Approximately £1 by Premium Faxline plus £4 by Direct Debit system, excluding VAT.)

**FAX back on 09055 689 003**

OFTEC Building Regulations Work Notification FAX BACK FORM Issue 9: March 2007  
 OFTEC Registration Document no. R518

1. Record your full business name as registered with OFTEC.
2. Record a telephone number where you can be contacted if a query with the Building Regulations Work Notification arises.
3. List the individual OFTEC registration numbers of the registered technicians that are employed by the Registered Business concerned (see item 4) and who undertook the notifiable work they are going to report.

