

# OFTEC Information Sheet

## How to complete a works notification



The Building Regulations 2010 give exemptions to obtaining a building notice in England and Wales when certain types of work is carried out by a member of an authorised competent person scheme. The exempt work still has to be notified to the local authority and the occupier but by the authorised scheme operator. This is called self-certification and businesses and technicians holding valid OFTEC registration can self-certify an unlimited amount of work completed while under registration rather than having to make an individual building control application or using an approved inspector for every single installation.

OFTEC's work notification system is easy to use and very cost-effective. Registered businesses simply input their installation work onto the OFTEC online portal, and we inform the relevant local authority building control department through their dedicated electronic system. A Building Regulations compliance certificate is then emailed to your customer on your behalf and a record added to your OFTEC registration account.

The range of works that can be self-certified is detailed in [Schedule 3 of the Building Regulations](#) and covers building services such as boilers, heating and hot water systems, electrics, renewables and building fabric.

The range of work that OFTEC technicians are allowed to self-certify\* under our government licence is as follows.

### Liquid fuel combustion appliance

- Installation of an oil-fired boiler
- Installation of oil-fired room heater, stove, or cooker
- Flues
- Install a flue liner
- Install a non-masonry flue/chimney system.

### Liquid fuel storage and supply

- Install an oil storage tank under 10,000 litres
- Install oil supply pipework

### Heating and hot water

- Install a heating system
- Install an extension to an existing heating system
- Install a vented hot water storage vessel
- Install hot water with vented hot water storage
- Install hot water with unvented hot water storage
- Install a hot water system without storage.
- Install an unvented hot water storage vessel
- Install controls separate from heating appliance.

### Solid fuel

- Install a solid fuel dry room heater, stove, or cooker
- Install a solid fuel dry open fire
- Install a solid fuel warm air distribution system
- Install a solid fuel wet boiler heater, stove, or cooker.

### Renewables

- Install an air source heat pump
- Install a ground source heat pump
- Install a water source heat pump
- Install a solar thermal system
- Install a biomass wet boiler, heater, stove, or cooker
- Install a biomass dry room heater, stove, or cooker.

### Electrical

- Replacement consumer unit
- Partial rewire.
- Install one or more new circuits.
- Circuit alteration/addition in a kitchen/special location.

### Accessing the work notification portal

Log onto your [OFTEC online account](#) using your email and password set up when you first joined. If you have forgotten your password, please click the 'forgot your password' link. Once you are in the portal choose the 'Notify your work' icon and then the 'add work notification' option.

| ID     | Your Ref. | # Jobs | Address | Contact | Install Date | Entry Date | LA Notified  |
|--------|-----------|--------|---------|---------|--------------|------------|--------------|
| 612784 |           |        |         |         | 02/02/2024   | 06/02/2024 | Not notified |
| 602237 |           |        |         |         | 06/11/2023   | 10/11/2023 | 11/11/2023   |
| 602238 |           |        |         |         | 06/11/2023   | 10/11/2023 | 11/11/2023   |
| 603640 |           |        |         |         | 06/11/2023   | 07/12/2023 | 08/12/2023   |
| 608041 |           |        |         |         | 06/11/2023   | 07/12/2023 | 08/12/2023   |
| 599829 |           |        |         |         | 29/08/2023   | 16/10/2023 | 16/10/2023   |
| 599830 |           |        |         |         | 29/08/2023   | 16/10/2023 | 16/10/2023   |
| 599882 |           |        |         |         | 04/09/2023   | 23/09/2023 | 23/09/2023   |
| 599883 |           |        |         |         | 04/09/2023   | 23/09/2023 | 23/09/2023   |
| 572261 |           |        |         |         | 02/03/2023   | 02/03/2023 | 03/03/2023   |



Step 1

Enter the job reference (optional), and installation date. You can only notify work that has been completed while your registration is valid. Enter the region the work was completed from the drop down box.

If the work was completed in a new build which has not been allocated a postcode yet, tick the 'new build' otherwise in the 'search address' box type in the postcode of the property. The postcode will be recognised, and you can select the right property from the options displayed. If you tick the 'new build' box, you will have to choose the relevant local authority rather than it be automatically chosen from the postcode you enter. Details of the homeowner are optional, but we do strongly recommend you insert their email address as we can issue their compliance certificate electronically the next day rather than impact the environment by producing a hard copy and posting.

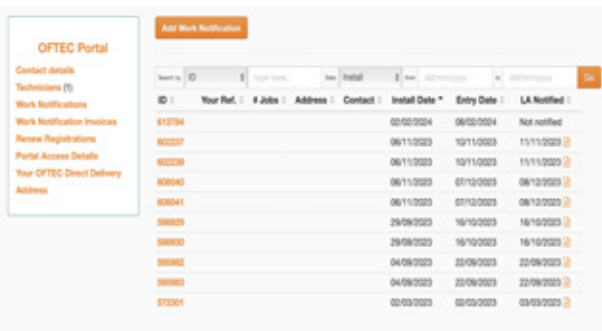
Please do not insert your own business email address as your customers as our system will recognise this as a duplication. If you also need a copy of the certificate this will be made available to download from the portal the very next day following your submission.

We would highly encourage all installers to fill out at least the homeowner's email address, so that certificates can be emailed to your customers within 24 hours of you completing your notification.

Homeowner Email: ?
Homeowner Name: ?
Homeowner Phone: ?

Step 2

Add the work using the '+ add work' icon.



First select the technician responsible for the installation from the drop down box and this will then display all the categories of work they are registered to undertake. Select the work carried out by inserting a number in the 'Quantity' box. For example, if you installed one heating boiler and two unvented hot water cylinders then the quantity for the heating boiler would be 1 and the quantity of unvented hot water cylinders would be 2. Once you are happy that all the work has been in-putted click 'save'.

Finally

You can add another notification for another installation in another property or proceed to checkout for the jobs already submitted by clicking 'pay'. Please note that the notification will not go through to the local authority nor your customer until payment is made.

Payment

Payment can be made by most credit and debit cards and once submitted you will receive confirmation and an invoice by email.

Obtaining a copy of a work notification certificate.

Copies of all certificates are available to you via the OFTEC portal while you maintain your registration. To email yourself a copy simply click on the 'document icon' at the end of each line and when the 'request standard certificate' window comes up insert the email address you wish to send it to. If you decide to end your registration, then you have a 12-month period to email yourself copies and save to your own electronic storage systems. After 12-months of exiting OFTEC registration, if you or an end user or property selling agent wants a copy then these are available via the OFTEC website for a processing fee.

Workmanship warranty

Registrants who install and self-certify their work through OFTEC's work notification system automatically have workmanship warranty included as a free benefit to their customers. Terms and conditions for the workmanship warranty are available in the consumers' area of the OFTEC website. There are no formal requirement to notify installation work in Scotland, Northern Ireland or in the Republic of Ireland. However, homeowners will miss out on useful documentation that shows the installation was carried out compliantly by a competent heating business.

\*Dependent on valid qualifications and scope of registration held.