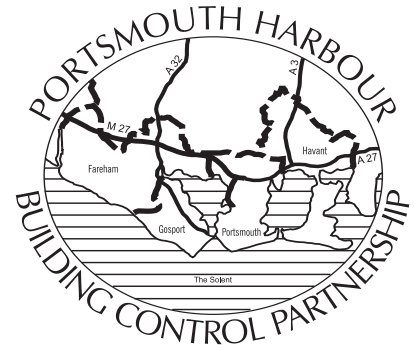


# BUILDING NOTICE

This form may be used for submission to each of the four partnership Local Authorities, shown overleaf.

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12(2)(a).



<b>Name of Applicant</b> _____  Address _____  Post Code _____ Tel: _____ Fax: _____ E-mail Address _____ <b>Name of Agent</b> (if any) _____  Address of Agent _____  Post Code _____ Tel: _____ Fax: _____ E-mail Address _____		FOR OFFICE USE  Plan No. _____
<b>Address of Site</b> _____		
<b>Description of Proposed Work</b> _____		
<b>Use of buildings</b>	Current Use	Proposed Use
Number of Storeys _____		
Date of Commencement (if known) _____		
<b>New Houses and Flats</b> Number of dwelling units _____  Number of dwelling types _____	<b>Domestic extensions, Garages, etc</b>  Floor Area _____	
<b>Other work</b> - please indicate the estimated cost of the work Total Estimated Cost £ _____		
<b>Note:-</b> VAT will be charged where applicable at the standard rate		
<b>Completion Certificate:</b> Do you require a Completion Certificate?		Yes/No
Name _____ Signature _____ Date _____		



Fareham  
Borough Council  
Building Control Services



GOSPORT  
BOROUGH COUNCIL  
Building Control Services



Havant  
Borough Council  
Building Control Services



Portsmouth  
CITY COUNCIL  
Building Control Services

**N.B.**

- (1) **This form may not be used for buildings with a designated use under the Fire Precautions Act 1971/ Workplace Regulations 1997.**
- (2) **Do Not Forget To Enclose A Suitable Block Plan (see notes overleaf).**
- (3) **A Full Plans application must be used for any building works due to be built over or within 3 metres of a public sewer (see notes overleaf).**

## LOCAL PARTNERSHIP OFFICES

<b>Fareham Borough Council</b> Building Control Partnership Civic Offices, Civic Way, Fareham PO167TT Tel: 01329 824823 Fax: 01329 822732 Email: bcp@fareham.gov.uk	<b>Havant Borough Council</b> Building Control Services Civic Offices, Civic Centre Road Havant PO9 2AX Tel: 023 92 446573 Fax: 023 92 446588 Email: p&d.service@havant.gov.uk
<b>Gosport Borough Council</b> Building Control Partnership Town Hall, High Street, Gosport PO12 1EB Tel: 01329 824823 Fax: 01329 822732 Email: bcp@fareham.gov.uk	<b>Portsmouth City Council</b> Building Control Services Civic Offices, Guildhall Square Portsmouth PO1 2AS Tel: 023 92 834596 Fax: 023 92 834103 Email: buildingcontrol@portsmouthcc.gov.uk
<b>Cheques/ Postal Orders payable to the appropriate Local Authority as highlighted above.</b>	

### INFORMATION REQUIRED

The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

One copy only of this notice should be completed and submitted.

**Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following:**

- a block plan to a scale not less than 1:1250 showing:-  
the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
- the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
- the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- the provision to be made for the drainage of the building or extension.

### PUBLIC SEWERS

Building notices cannot be used if your development involves either (a) building over a sewer or (b) building within 3 metres of a sewer shown on the map of sewers. If you require a new sewer connection, or to view a sewer record you should consult: The Development Control Manager, Southern Water Services Ltd, Hampshire Division, Southern House, Otterbourne, Winchester SO21 2SW Telephone enquires (01962) 714585 BEFORE you commence work. **Sewer records may also be viewed at the relevant Local Council Offices.**

Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.

### CHARGES

A charge is payable on submission of this notice which covers all necessary site inspections.

The appropriate charge for each type of work is set out in the Charges Guidance sheet which is available on request from any of the Local Partnership Offices shown above.

This Building Notice will cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.

### PLANNING PERMISSION

Planning Permission is a separate matter from approval under the Building Regulations. Certain alterations, extensions, and changes to the use of buildings may require it, therefore you should not commence any work before consulting the Planning Department of the appropriate Local Authority as highlighted above.

### THE PARTY WALL ACT 1996

The Act requires that you formally consult your neighbour before carrying out work on an existing wall shared with another property, or build on the boundary or excavate within 6 metres of a neighbouring building. A guidance booklet is available free of charge at the Building Control reception.

### GENERAL INFORMATION

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

All the Councils in the Partnership area are committed to a policy of non-discrimination in all aspects of their work. If you feel you have been unfairly treated in this respect, please write to the appropriate Chief Executive.

**The above notes have been simplified for clarity, if you require advice please do not hesitate to contact your Local Partnership Office.**