

# Building Regulations

## FULL PLANS SUBMISSION

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



<b>Name of Applicant</b> _____ Address _____ Post Code _____ Tel: _____ Fax: _____ E-mail Address _____ <b>Name of Agent (if any)</b> _____ Address of Agent _____ Post Code _____ Tel: _____ Fax: _____ E-mail Address _____		<b>FOR OFFICE USE</b> Plan No. _____
<b>Address of Site</b> _____		
<b>Description of Proposed Work</b> _____		
<b>Use of buildings</b>	Current Use _____	Proposed Use _____
Is the building designated under Fire Precautions Act 1971/ Workplace Regulations		Yes/No
<b>New Houses &amp; Flats</b> Number of dwelling units _____ Total floor Area of largest House/Flat _____ m <sup>2</sup> Fee £ _____	<b>Domestic extensions, Garages etc.</b> Floor Area _____ Fee £ _____	
<b>Other Developments</b> Total Estimated Cost £ _____ Fee £ _____	<b>Enclosed Cheque/Postal Order/Cash</b> Cheque No: _____ Cheque Value: £ _____	
<b>Note:-</b> VAT will be charged where applicable at the standard rate		
<b>Extension of Time:</b>	Do you agree to an extension of time if this is required by the Council?	Yes/No
<b>Conditional Approval:</b>	If the circumstances permit do you wish the Council to issue a Conditional Approval?	Yes/No
<b>Completion Certificate:</b>	Do you require a Completion Certificate?	Yes/No
Date _____	Signed _____	Applicant/Agent PTO



Fareham  
Borough Council  
Building Control Services



GOSPORT  
BOROUGH COUNCIL  
Building Control Services



Havant  
Borough Council  
Building Control Services



Portsmouth  
CITY COUNCIL  
Building Control Services

## LOCAL PARTNERSHIP OFFICES

<p><b>Fareham Borough Council</b>          Building Control Services          Civic Offices, Civic Way, Fareham          PO16 7TT          Tel: 01329 236100 Fax: 01329 822732          Email: buildingcontrol@fareham.gov.uk</p>	<p><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&amp;d.service@havant.gov.uk</p>
<p><b>Gosport Borough Council</b>          Building Control Services          Town Hall, High Street, Gosport          PO12 1EB          Tel: 023 92 545431 Fax: 023 92 545588          Email: shawjd01@gosport.gov.uk</p>	<p><b>Portsmouth City Council</b>          Building Control Services          Civic Offices, Guildhall Square          Portsmouth PO1 2AS          Tel: 023 92 834596 Fax: 023 92 834103          Email: buildcontrol@portsmouthcc.gov.uk</p>
<p><b>Cheques/ Postal Orders payable to the appropriate Local Authority as highlighted above.</b></p>	

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

This notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of the Building Regulation 14. Where the work relates to a Designated Use, **four copies of plans** should be deposited.

### CHARGES

Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Charges are generally payable in two stages. The first charge must accompany the deposit of plans. The second charge is payable after the first site inspection at commencement of work. The inspection charge is a single payment in respect of each individual building to cover all necessary site inspections and consultations until the work is satisfactorily completed.

Table 1 prescribes the plan and inspection charges payable for dwellings. Table 2 prescribes the charges payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table 3 prescribes the charges payable for all other cases eg commercial/ industrial/ domestic over 3 storeys.

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.

### PUBLIC SEWERS

If your development involves building over a sewer, or building within 3 metres of a sewer, shown on the MAP OF SEWERS, you must submit full details of how you intend to protect the sewer and maintain access for repairs. For advice on this aspect, or to view the sewer records, please visit the appropriate Building Control office.

Any building work shown over or within 3 metres of a public sewer, drain or disposal main, may be the subject of formal consultation with Southern Water and may not be acceptable for approval under the Building Regulations 2000.

For new sewer connections you should consult:- The Development Control Manager, Southern Water Services Ltd, Telephone 01962 714858.

### DESIGNATED USES

Premises currently designated for the purpose of the Fire Precautions Act 1971/Workplace Regulations are:

- ◆ Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
- ◆ Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
- ◆ A workplace as defined in the Workplace Regulations 1997.

### 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.

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.**