

Building Control Services

Civic Offices, Guildhall Square, Portsmouth PO1 2AU

Email: buildcontrol@portsmouthcc.gov.uk

www.portsmouth.gov.uk/living/3555.html

**Portsmouth**
CITY COUNCIL**Building Regulations****FULL PLANS SUBMISSION**

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

Applicant Details: Title: _____ First Name: _____ Surname: _____ Address: _____ _____ Post Code: _____ Telephone No: _____ Email: _____		<i>FOR OFFICE USE</i> Plan No: _____	
Agent Details(if any): Title: _____ First Name: _____ Surname: _____ Address: _____ _____ Post Code: _____ Telephone No: _____ Fax No: _____ Email: _____			
Address of Site:			
Description of Proposed Work:			
Use of Buildings	Current Use	Proposed Use	
Is the building to be put, or intended to be put to a use which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005. YES/NO			
Charges			
Table 1 Domestic Extensions and Alterations. Fee £ _____			
Table 2 New Dwellings. No of dwelling units _____		Fee £ _____	
Table 3 Commercial Work. No of floors _____		Fee £ _____	
Table 4 Estimated Costs. Estimate _____		Fee £ _____	
Enclosed Cheque/Postal Order/Cash			
Cheque No: _____		Cheque Value £ _____	
Note: VAT will be charged, where applicable at the standard rate.			
Extension of Time: Do you agree to an extension of time if this is required by the Council? YES/NO			
Conditional Approval: If the circumstances permit do you wish the Council to issue a Conditional Approval? YES/NO			
Completion Certificate: Do you require a Completion Certificate? YES/NO			
Name: _____			
Date: _____		Signature: _____ Applicant/Agent	

Cheques/Postal orders payable to PORTSMOUTH CITY COUNCIL

INFORMATION REQUIRED

The applicant is the person on whose behalf the work has been 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 prescribed 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 available from Portsmouth City Council.

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 respect, 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 newer sewer connections you should consult:

The Development Control Manager,
Southern Water Services Ltd;
Hampshire Division,

Southern House,
Otterbourne,
Winchester SO21 2SW.
Telephone: (01962) 714585

THE REGULATORY REFORM (FIRE SAFETY)

ORDER 2005

Applies to all premises other than domestic premises occupied as a private dwelling. The Order also applies to any common parts used by occupants of more than one such private dwelling.

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 from Building Control.

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 that handle public funds.

Portsmouth City Council are committed to a policy of non-discrimination in all aspects of our work. If you feel you have been unfairly treated in this respect, please write to the Chief Executive.

The above notes have been simplified for clarity. If you require advice please do not hesitate to contact Portsmouth City Council Building Control 023 9283 4722.