

Depot Offices, Broadcut, Fareham, Hampshire, PO16 8SP
 T: 01329 824823 E: bcpartnership@fareham.gov.uk
 Visit our website-www.buildingcontrolpartnershipants.gov.uk

Please do not hesitate to contact us for advice or information

Please indicate the application type

- Full Plans
 Building Notice
 Regularisation
 Partner

See note 6 overleaf

Use of your Information – The information on this form will be used to carry out the Councils Building Regulation function and will not be shared with any third party unless it is necessary in the performance of a public task, or to exercise statutory duties Under the Data Protection Act 2018, Fareham Borough, Gosport Borough and Portsmouth City Councils are the Data controllers

1	Applicant details Name: Address: Telephone/Mobile:	Tick box if responsible for:	plan charge <input type="checkbox"/> site inspection charge <input type="checkbox"/> Building Notice/ Regularisation charge <input type="checkbox"/>
	Post Code:		
	Email:		
2	Agent details (if applicable) Name: Address: Telephone/Mobile:	Tick box if responsible for:	plan charge <input type="checkbox"/> site inspection charge <input type="checkbox"/> Building Notice/ Regularisation charge <input type="checkbox"/>
	Post Code:		
	Email:		
3	Builder details (if known) Name: Address: Telephone/Mobile:	Tick box if responsible for:	plan charge <input type="checkbox"/> site inspection charge <input type="checkbox"/> Building Notice/ Regularisation charge <input type="checkbox"/>
	Post Code:		
	Email:		
4	Address of site to which the building works relates		
5	Description of proposed/completed Works		
6	Commencement date of proposed works (if known)		
	Date works completed if a Regularisation application (DD/MM/YYYY)		
7	Charges (see information over- note 2)- Please confirm the following		
	Quoted or assessed Plan Charge:	Quote reference number	
	The floor area of extensions/new build	Estimated cost of "other work"	
8	Electrical Safety - If the proposed work involves notifiable electrical works to a domestic dwelling, please confirm that you will be using the services of an Electrician registered with a Part P Competent Person scheme to design, install and test the installation.	Yes <input type="checkbox"/>	No <input type="checkbox"/> If no, an additional charge will be required
9	This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant and together with the appropriate charge. I/ we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation certification/partnership application as described on this form and as detailed on any supplementary documents Signature: _____ Name: _____ Date: _____		

Working in Partnership

Explanatory information

This form can be used for making Full Plans, Building Notice, Regularisation or Partner Building Regulation submissions in the Fareham, Gosport Borough and Portsmouth City Council areas.

The Building Control Partnership carries out the Building Control function on behalf of these Councils.

For electronic submission of applications go to www.submitaplan.com : our preferred method of submission

1	<p>The applicant is the person on whose behalf the work is being carried out, e.g. the building owner. By completing and signing this form, the relevant Council accepts that you have consented to the time period for consideration of the application being extended to two months and that, if appropriate you wish the application to be passed with conditions.</p>
2	<p>Charges- Please contact the Building Control Partnership on 01329 824823 for advice and to obtain a competitive quote for your project. Please use the quote reference number on this application form, see over- box 7</p> <p>Alternatively, please send the application to us and we will contact you to confirm charges and arrange for payment</p> <p>Subject to certain exceptions, all applications attract charges that are payable by the person who carries out the building work or on whose behalf the building work is carried out. Full plan charges are normally payable in two stages. The Plan charge must accompany the deposit of your application and the Inspection charge is invoiced as a single payment after the first site inspection of work in progress. The inspection charge will cover all inspections carried out.</p> <p>“Other work” (see 7 over)-Please provide an estimated cost of works that a builder would charge for carrying out alterations, structural alterations, installation of fittings/services that are not associated with an extension, loft conversion, garage conversion</p> <p>All Building Notice and Regularisation application charges are paid on submission of the notice/application</p> <p>Please note supplementary charges may be applied:</p> <ul style="list-style-type: none">• If the building work subsequently includes high-risk construction techniques, the build duration exceeds 12 months, there is a variation to the original design, or where the design and/or building work is carried out by a person or company without the necessary competencies Or where the application has been closed/archived and needs to be re-opened.• Where notifiable electrical work is carried out by a person <u>who is NOT registered</u> with a Part P Competent Person scheme <p>Payment of all application fees should be made to `Fareham Borough Council`</p>
3	<p>Planning Permission</p> <p>A person proposing to carry out building works or change the use of a building is reminded that permission may be required under the Town & Country Planning Acts. Depending on the location of the work, you are advised to consult the Planning Departments at either Fareham, Gosport Borough or Portsmouth City Council to ascertain whether planning permission is required for your proposed building works.</p>
4	<p>Party Wall Act 1996</p> <p>Where the Party Wall etc Act 1996 applies the building owner is required to serve notice on the adjoining owner(s). The Party Wall Act is private legislation which is not regulated by the Local Authority. A guidance booklet on the Party Wall etc Act 1996 may be obtained online from the Planning Portal website www.planningportal.co.uk</p>
5	<p>Public Sewers</p> <p>If your development involves building over or within 3 metres of a public sewer, there is likely to be a requirement for additional details and/or a formal consultation and a build over application to Southern Water Services.</p> <p>By law, nobody has a right to build over, or close to, a public sewer. A minimum distance of three metres (for sewers/apparatus up to three metres deep) must normally be maintained between any building and the public sewer/apparatus. This minimum distance may increase for deep or large diameter pipe work. However, Southern Water Services appreciate the desire of homeowners to extend their properties and will, in many cases, depending on the status, size and depth of the sewer, allow buildings to encroach upon the public sewer system. Please note, however, that building over, or close to, proposed or existing sewers on new developments or redevelopments will never be permitted. For further advice, or to view the map of sewers please contact the Building Control Partnership or Southern Water direct on 0845 278 0845</p>
6	<p>Full Plans Application -You may use a Full Plans application for <u>any</u> type of work. Full Plans applications benefit from a full check and certification at design stage for compliance with the Building Regulations. You should send us one set of detailed plans/calculations showing how the work will meet the regulations.</p> <p>Building Notice Application - Generally suitable for minor works where a competent contractor is used.</p> <p>You may use a Building Notice if: - (a) The work does not involve the construction, extension, or underpinning of a building, which will be over or within 3m of a Public Sewer or Disposal Main. (b) The Regulatory Reform (Fire Safety) Order 2005 does not apply to the building where work is proposed. (c) The work which includes the erection of a building does not front onto a private street. Ideally provide plans or basic sketches to promote understanding of the proposed work and a site location plan. Further details/calculations may at our discretion be required at any time during the application and construction process.</p> <p>Regularisation Certificate Application – Where work has already been carried out since 1985 but no formal application under the Building Regulations has been made, a regularisation certificate application to obtain retrospective consent can be submitted. Fully detailed plans and documents must be submitted showing how the work complies with the regulations or how it will be altered to ensure compliance. As much detail, as possible must be shown. It is almost certain that we will require you to expose/open up the work for inspection/alteration where necessary and the applicant must be willing to comply with all such reasonable requests.</p> <p>Please state the date when the Regularisation work was completed as accurately as possible. (see 6 over)</p>

