BUILDING CONTROL PARTNERSHIP

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Please do not hesitate to contact us for advice or information

Please indicate the application type

- ☐ **Application for Building Control Approval with Full Plans**
- ☐ **Building Notice**
- ☐ **Regularisation**
- ☐ **Partner**

Use of your Information - The information on this form will be used to carry out the Council's 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 Council, Gosport Borough Council, Havant Borough Council and Portsmouth City Council are the data controllers

Compliance Declaration
When the building work is completed the Client must, jointly with the Principal Designer and Principal Contractor, provide the Building Control body with signed Compliance Declaration Notices. The client must confirm that 'to the best of their knowledge' the work complies with the Building Regulations. The Principal Designer and Principal Contractor must also confirm that they have fulfilled their duties under Part 2A of the Building Regulations. This is now a **legal requirement under the Building Regulations** and the Completion Certificate cannot be released until these declarations have been received. For further information please refer to The Building Regulations etc. (Amendment) (England) Regulations 2023 Part 2A Dutyholders and competence or follow this link.

1	**Applicant details (if not applicant then details of client)** Name: Address: Post Code: Telephone/Mobile Email:	*Tick box if responsible for: plan charge* ☐ *site inspection charge* ☐ *Building Notice/ Regularisation charge* ☐
2	**Principal designer (or sole/lead designer)** *see explanatory note 2* Name: Address: Post Code: Telephone/Mobile Email:	*Tick box if responsible for: plan charge* ☐ *site inspection charge* ☐ *Building Notice/ Regularisation charge* ☐
3	**Principal contractor (or sole contractor)** *see explanatory note 3* Name: Address: Post Code: Telephone/Mobile Email:	*Tick box if responsible for: plan charge* ☐ *site inspection charge* ☐ *Building Notice/ Regularisation charge* ☐
4	**This section must be completed.** Please confirm that you, as the client/applicant are aware of the new duty holders' roles and responsibilities, including the provision of signed declarations of compliance within 5 days of completion of the works (see explanatory note 1 for further information regarding the roles and responsibilities of duty holders.)	☐
5	**Address of site to which the building works relates**	
6	State the existing use of the building, including each storey The height of the building above lowest ground level The number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Description and Supplementary Provisions) Regulations 2023	

Is it the intention to carry out building work in relation to a building which is, or will be within the scope of the Regulatory Reform (Fire Safety) Order 2005? Yes ☐ No ☐

7 Description of proposed/completed works, including details of the intended use of the building and use of each storey.

For extensions and new dwellings please state internal floor area (m2)

Height of building after proposed work

Number of storeys in the building after the proposed work as determined in accordance with regulation 6 of the Higher-Risk Buildings (Description and Supplementary Provisions) Regulations 2023

The provision to be made for the drainage of the building for:

a) Foul water:-
b) Surface water:-
c) Where paragraph H4 of Schedule 1 of the Building Regulations imposes a requirement (building over a public sewer), the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of H4

8 **Commencement date of proposed works in accordance with regulation 46A (lapse of building control approval: commencement of work)**
(see explanatory note 4)

8a **This section must be completed.**
Details of work which the client considers amounts to 15% of the proposed work *(see explanatory note 4)*

Date works completed (if a Regularisation application) (DD/MM/YYYY)

9 **Charges (see explanatory note 5) -** Please confirm the following

Quoted or assessed Plan Charge: Quote reference number

The floor area of extensions/new build Estimated cost of "other work"

10 **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 ☐ No ☐ ***If no, an additional charge will be required***

11 **Physical infrastructure provision**
As required by Approved Document R of the Building Regulations for a new build dwelling, a Connectivity Plan form will need to be completed and submitted prior to the approval of the application. (A template Connectivity Plan form can be found in Approved Document R). Please indicate this is understood. Yes ☐ No ☐

12 This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12 (2) (b) 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 and I/we confirm that the Terms of Engagement with the Building Control Partnership have been read and understood.
Your application will not be processed unless this has been confirmed. Yes ☐ No ☐

Signature (person completing the form): Name: Date:

I, the Client, confirm that I agree to this application being made and the information contained in this application is correct.

Name: Date:

Explanatory information

This form can be used for making Full Plans, Building Notice, Regularisation or Partner Building Regulation submissions in the Fareham, Havant or Gosport Borough Council areas 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 **Applicant/Client**

The Client is the person for whom the building work is done. In many cases this will be the building owner.
Roles and Responsibilities:
The Client should have suitable arrangements in place to ensure that the design work and the building work are completed in accordance with the Building Regulations. In practice, this is likely to mean appointing a Principal Designer and Principal Contractor, with the right skills, knowledge, experience and behaviours or organisational capability for the work. The Client should ensure that those they appoint have systems in place to ensure compliance with the Building Regulations.
For domestic work which is not part of a business activity, unless an alternative written appointment is made, the duty for compliance with the Building Regulations automatically transfers to the Principal Designer and the Principal Contractor. The Principal Designer is the designer in control of most of the design phase of the project and the Principal Contractor is the contractor
in control of most of the construction phase.
For non-domestic work, or work which is part of a business activity, the appointment of the Principal Designer and Principal Contractor should be made in writing. Where these appointments are not made in writing the Client must fulfil these duties, in this case the duty for compliance with the Building Regulations will remain with the Client.
By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being extended from 5 to 8 weeks, and if beyond that time, to a date to be mutually agreed between the two parties in writing, and that if appropriate you agree to the application being approved with requirements.

2 **Principal Designer**

The Principal Designer is a designer appointed to be in control of all the design work. When there is more than one designer the Principal Designer should coordinate the design team.
Roles and Responsibilities:
The Principal Designer must plan, manage and monitor the design work, and cooperate, coordinate and communicate with other designers and the Principal Contractor to ensure the design work, if built, complies with the Building Regulations.
For domestic work which is not part of a business activity, unless an alternative written appointment is made, the duty for compliance with the Building Regulations automatically transfers to the Principal Designer and the Principal Contractor.
For non-domestic work, or work which is part of a business activity, the appointment of the Principal Designer and Principal Contractor should be made in writing.

3 **Principal Contractor**

The Principal Contractor is a contractor appointed to be in control of all the building work. When there is more than one contractor the Principal Contractor should take responsibility for the site.
Roles and Responsibilities:
The Principal Contractor must plan, manage and monitor the building work and ensure cooperation, communication and coordination between the dutyholders and liaise with the Principal Designer to ensure the building work complies with the Building Regulations. Domestic work which is not part of a business activity, unless an alternative written appointment is made, the duty for compliance with the Building Regulations automatically transfers to the Principal Designer and the Principal Contractor.
For non-domestic work, or work which is part of a business activity, the appointment of the Principal Designer and Principal Contractor should be made in writing.

4 Commencement of work as defined by regulation 46A The Building Regulations etc. (Amendment) (England) Regulations 2023

a) For the construction of a complex building, as defined in regulation 46A(5), is deemed to have commenced when the foundations and structure of the lowest floor level of that building are complete
b) For the construction of a new building, which is not defined as a complex building, or the horizontal extension of an existing building the work is deemed to have commenced when the foundations, any basement level and the ground floor level construction are complete
c) For all other work not described in items a) and b) above, the work is deemed to have commenced when the client considers 15% of the work has been completed, as detailed within the statement of proposed works as described in Section 7 of the application form
d) The start of work is deemed as any controllable work being carried out on site. This should be notified to the office and an inspection requested as appropriate. The “start of work” should not be confused with the “commencement of work” as defined by regulation 46A Lapse of building control approval: commencement of work, The Building Regulations etc. (Amendment) (England) Regulations 2023.

5

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 9

Alternatively, please send the application to us and we will contact you to confirm charges and arrange for payment

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.

"Other work" (see 9 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

All **Building Notice and Regularisation** application charges are paid on submission of the notice/application

Please note supplementary charges may be applied:

- 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 who is NOT registered with a Part P Competent Person scheme

Payment of all application fees should be made to `Fareham Borough Council`

6

Planning Permission

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, Havant or Gosport Borough or Portsmouth City Council to ascertain whether planning permission is required for your proposed building works.**

7

Party Wall Act 1996

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

8

Public Sewers

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.

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

9

Application for Building Control Approval with Full Plans - You may use a Full Plans application for any 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.

Building Notice Application - Generally suitable for minor works where a competent contractor is used.

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.

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**. Please state the date when the Regularisation work was completed as accurately as possible.**