

Building Control Services

Civic Offices, Guildhall Square, Portsmouth PO1 2AU

Email buildcontrol@portsmouthcc.gov

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



Portsmouth
CITY COUNCIL

Building Regulations

BUILDING NOTICE

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

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

NB (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)

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 buildings owner.

One copy 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 would consult:

The Development Control Manager,
Southern Water Services Ltd, Hampshire Division, Southern House, Otterbourne, Winchester SO21 2SW Telephone (01962) 714585 **BEFORE** you commence work. **Sewer records may 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 available from Portsmouth City Council.

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.

Portsmouth City Council 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 Portsmouth City Council.