

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).

<p>Applicant Details: Title: _____ First Name: _____ Surname: _____ Address: _____ _____ Postcode: _____ Telephone No: _____ Email: _____</p>	<p><i>FOR OFFICE USE</i></p> <p>Plan No: _____</p>	
<p>Agent Details(if any): Title: _____ First Name: _____ Surname: _____ Address: _____ _____ Postcode: _____ Telephone No: _____ Fax No: _____ Email: _____</p>		
<p>Address of site:</p>		
<p>Description of proposed work:</p>		
Use of buildings	Current Use	Proposed Use
Number of storeys		
Date of commencement (if known)		
<p>Charges Table 1 Domestic Extensions and Alterations. Fee £ _____ Table 2 New Dwellings. No of dwelling units _____ Fee £ _____ Table 4 Estimated Costs. Estimate _____ Fee £ _____</p>		
<p>Note: Where applicable, VAT will be charged at the standard rate.</p>		
Completion certificate: Do you require a completion certificate?		YES/NO
<p>Name: _____</p> <p>Date: _____ Signature: _____</p>		

- 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 include a suitable block plan (see notes overleaf).
 3. A Full Plans application must be used for any building works 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 building's 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 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 should 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 Civic Offices.

Persons carrying out building work must give written notice of the commencement of the work at least 48 hours 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.**

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 is 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. If you require advice please contact Portsmouth City Council.