**Please indicate the application type**

[ ]  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, East Hampshire District Council are the Data controllers



1

**Owner of the site details**

**Name:**

**Address:**

**Post Code:**

**Telephone/ Mobile:**

**Email address:**

**Tick box if owner is responsible for:**

[ ]  Plan Charge

[ ]  Site Inspection charge

[ ]  Building notice/ regularisation charge

[ ]  Partner

2

**Agent or architect details (if applicable)**

**Name:**

**Address:**

**Post Code:**

**Telephone/ Mobile:**

**Email address:**

**Tick box if Agent is responsible for:**

[ ]  Plan charge

[ ]  Site Inspection charge

[ ]  Building notice/Regularisation charge

[ ]  Partner

4

**Address of site** **to which the building works relates**. **Please include the town and postcode.**

**Address:**

**Post Code:**

5

**Description of works** (eg; single storey rear extension, erection of 1 new detached house, loft conversion etc)

**Description:**

6

**Commencement date of proposed works** (if known) DD/MM/YYYY

**Date:**

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

**Date:**

3

**Builder’s details (if known)**

**Name:**

**Address:**

**Post Code:**

**Telephone/ Mobile:**

**Email address:**

**Tick box if builder is responsible for:**

[ ]  Plan charge

[ ]  Site Inspection charge

[ ]  Building notice/ Regularisation charge

[ ]  Partner

7

**Charges (see information over- note 2)-** Please confirm the following

**Quoted charge for standard plan charge:**

£

**Quoted reference number:**

**The floor area of extensions/new build**

**Estimated cost of “other work”**

£

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**

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

[ ]  NO

***If no, an additional charge will be required***

|  |  |
| --- | --- |
|  | Explanatory informationThis form can be used for making Full Plans, Building Notice, Regularisation or Partner Building Regulation submissions in the East Hampshire District Council areas. *For electronic submission of Applications you can use the Planning Portal. Please go to www.planningportal.co.uk* |
| 1 | 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. |
| 2 | **Charges- If you have not done so already please contact the Council on (01730 234 207) to obtain a fee quote or charge advice.**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 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 conversionAll **Building Notice and Regularisation** application charges are paid on submission of the notice/applicationPlease 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, where the design and/or building work is carried out by a person or company without the necessary competencies and additional reinspection is required 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

**Fees can be paid by cheque made payable to the relevant Council or by phone using a card calling 01730 234 101**  |
| 3 | **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**.** You are advised to consult the Planning Departments at the Council to ascertain whether planning permission is required for your proposed building works. |
| 4 | **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](http://www.planningportal.co.uk) |
| 5 | **Public Sewers**If your development involves building over or within 3 metres of a public sewer, you are advised to contact the relevant water authority who are responsible for such sewers. Their consent may be required prior to building. It is the owners responsibility to ensure any such consents are obtained. The Council may carry out consultations with the water authority for its own purposes but the owner must ensure they obtain any relevant consents. |
| 6 | **Full Plans Application** -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. (see 6 over)** |