**Please indicate the application type**

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, Havant Borough Council are the Data controllers.



APPLICATIONS CANNOT BE TREATED AS VALID UNTIL ALL SECTIONS OF THIS FORM ARE FULLY COMPLETED

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 2010 (As Amended) Part 2A Dutyholders and competence.

1

**Client details (Applicant details)** *see explanatory note 1.*

**Name:**

**Address:**

**Post Code:**

**Telephone / Mobile:**

**Email address:**

**For Full Plans applications**

A) The Plan Fee will be requested on receipt of this application.

B) The Inspection Fee will be invoiced to the owner (unless otherwise informed) following the first inspection.

**Building Notice and Regularisation fees** will be requested on receipt of this application.

**This must be provided.**

2

**Principal designer (or sole/lead designer)** *see explanatory note 2.*

**Name:**

**Address:**

**Post Code:**

**Telephone / Mobile:**

**Email address:**

**Please tick if correspondence should NOT be sent to the Designer**

3

**Principal contractor (or sole contractor)** *see explanatory note 3.*

**Name:**

**Address:**

**Post Code:**

**Telephone / Mobile:**

**Email address:**

4

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). **Tick to confirm**

5

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

**Address:**

**Post Code:**

6

**Details of existing building**

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 works** (e.g. single storey rear extension, erection of 1 new detached house, loft conversion etc)

**UNDER PART R OF THE BUILDING REGULATIONS FOR THE ERECTION OF A NEW DWELLING, OR A BUILDING THAT CONTAINS A DWELLING, A CONNECTIVITY PLAN FORM WILL NEED TO BE COMPLETED, SEE APPENDIX: CONNECTIVITY PLAN FORM**

Description**:**

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.

**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.**

9

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

**Enter quoted fee (if you have been given one.**

£

**If an extension or new build, enter the floor area of extension/new build.**

**Estimated cost of 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

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 (delete as appropriate). By signing this application form I hereby agree to the Council’s Terms of Engagement (Please see attached below).

Signature (person completing the form)

Name

Date

If the client cannot sign the form, a statement signed by them confirming they agree to the application being made and that the information contained in the application is correct, must be provided.

I, the Client, confirm that I agree to this application being made and that 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 Havant Borough Council areas. |
| 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 to two months and that, if appropriate, with the application being passed with conditions. |
| 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 should be made in writing.  Where the Principal Designer is not appointed, the Client must fulfil the roles and responsibilities of the Principal Designer until such time as that person is appointed.  **Where the Principal Designer has not been appointed at the time of submitting the Building Regulations application, the Client must notify the Council in writing following the appointment of the Principal Designer, including full contact details.** |
| 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.  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 Contractor should be made in writing.  Where the Principal Contractor is not appointed, the Client must fulfil the roles and responsibilities of the Principal Contractor until such time as that person is appointed.  **Where the Principal Contractor has not been appointed at the time of submitting the Building Regulations application, the Client must notify the Council in writing following the appointment of the Principal Contractor, including full contact details.** |
| 4 | Commencement of work as defined by regulation 46A The Building Regulations 2010 (As Amended)   1. 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. 2. The construction of a new building, which is not defined as a complex building, or the horizontal extension of an existing building is deemed to have commenced when the foundations, any basement level and the ground floor level construction are complete. 3. 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 8 of the application form. 4. The start of work is deemed as any controllable work being carried out on site. This should be notified to the Council 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 2010 (As Amended). |
| 5 | **Charges- If you have not done so already please contact the Council on (023 9244 6571) 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 Section 9 above) – 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 directly associated with an extension, loft conversion or 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, where the design and/or building work is carried out by a person or company without the necessary competencies and additional inspection 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 Havant Borough Council or by phone using a card by calling 023 9244 6019** |
| 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 Act 1990**.** You are advised to consult the Planning Department at the 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](http://www.planningportal.co.uk) |
| 8 | **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 Client’s responsibility to ensure any such consents are obtained. The Council may carry out consultations with the water authority for its own purposes but the Client must ensure they obtain any relevant consents. |
| 9 | **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 detailed plans and 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. You should provide a site location plan, identifying the position of any extension and ideally provide plans or basic sketches to promote understanding of the proposed work. Further details and 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 section 8 above)** |

**TERMS OF ENGAGEMENT**

**Introduction**

Havant Borough Council shall provide the services with reasonable skill, care and diligence. The Council and any person delivering the Building Control function on its behalf are regulated by the Building Safety Regulator and will provide the service in accordance with the Building Safety Regulator’s Operational Standards Rules and the Code of Conduct for Registered Building Inspectors.

**1. Client Obligations**

1.1 The Client or their appointed agents shall supply such information to Havant Borough Council at such times as is reasonably required for the delivery of the services. Information shall include copies of the design drawings and calculations and all relevant site information including the location of sewers, presence of contaminates, etc.

1.2 The Client shall notify Havant Borough Council in writing of the appointment of an agent acting on behalf of the Client or of any change, variation of services, and/or dismissal of the Principal Designer and/or Principal Contractor.

1.3 The Client or their agent shall make available during normal working hours proper and safe access to the site for Havant Borough Council to carry out inspections of work.

1.4 The Client, designers and contractors shall be responsible for the planning, management and monitoring of the project, in accordance with Part 2A of the Building Regulations, to ensure compliance with Building Regulations and all other relevant legislation. Havant Borough Council shall take all reasonable steps to satisfy itself as to the project’s compliance with the Building Regulations.

**2. Payment and Fees**

2.1 The Client shall pay Havant Borough Council, for the performance of the services, the fees and charges as set out in our published fee schedule or as notified for bespoke fees.

2.2 The Building Control fees are based on Havant Borough Council’s published hourly rate and the time it can be reasonably expected for the Council to fulfil its functions.

2.3 The Council reserves the right to make additional inspection charges if the work proves to be more complex than it appears, or if work needs to be re-inspected, or where a project remains dormant for over one year and then the Council is contacted for an inspection. This charge is to cover the cost of the additional work involved in this process.

**3. Schedule of Services**

3.1 Havant Borough Council herby agrees to provide the following Building Control service:

3.1.1 To register the Building Notice, Application for Building Control Approval with Full Plans, Regularisation application or Reversion application upon receipt of a fully completed and valid application, in accordance with the relevant sections of the Building Regulations.

3.1.2 To allocate a suitable Registered Building Inspector to oversee the application and/or supervise the activities of other surveyors.

3.1.3 To carry out statutory consultations and non-statutory consultations as appropriate to the project.

3.1.4 To the submitted application in accordance with the Building Regulation 14A and to issue the appropriate decision. A notice of rejection or a notice granting the Application for Building Control approval with Full Plans subject to any requirements – for Applications for Building Control Approval with Full Plans only

3.1.5 To make periodic visits to the site to determine compliance with the Building Regulations.

3.1.6 To issue a Completion Certificate (or Regularisation Certificate as appropriate) to the Client at satisfactory completion of building works.

3.2 Whilst Havant Borough Council may provide guidance or advice relating to designs and relevant statutory requirements, this does not make the Council a designer. Responsibility for design rests solely with the Client or their appointed consultants and contractors.

3.3 The services provided by Havant Borough Council **do not** include managing the project to ensure compliance with the Building Regulations or quality control of the building work is achieved.

**4. Insurance**

4.1 Havant Borough Council maintains adequate insurance, as required, to comply with the guidelines issued by the Ministry of Housing, Communities and Local Government.

**5. Notices**

5.1 Any notice to be given under this Application shall be in writing and delivered by email or sent by post to the address shown in this Application or to such other address as one party may have specified from time to time by written notice to the other.

5.2 Such notices shall be deemed to have been received on the day of delivery, or the next working day if delivery is made outside of standard working hours.

5.3 Where under this Application an act is required to be completed within a specified period of days after or from a specified date, the period shall begin immediately after that date. Where the period would include a day which is a Christmas Day, Good Friday, or a day which under the Banking and Financial Dealings Act 1971 is a bank holiday, that day shall be excluded.

**6. Use of information and Data Protection**

6.1 The Building Control functions provided by Havant Borough Council are statutory functions. The information we require and maintain is set out in legislation, including the Building Act 1984 and the Building Regulations.

6.2 Full details of how we use your information and protect your privacy can be found on the Havant Borough Council website at <https://www.havant.gov.uk/privacy-policy>

6.3 As part of the Building Control functions and activities, Havant Borough Council are required to disclose project and personal details, including but not limited to plans, structural calculations and the name and address of the Client or their appointed agents, to other regulatory authorities, other local authorities and to relevant statutory authorities or organisations in order to carry out statutory and non-statutory consultations to assess compliance with the Building Regulations.

**7. Complaints**

7.1 In the event that the Client or their appointed agents have a complaint in respect of the performance of Havant Borough Council’s Building Control service under this Application, without prejudice to any other remedy available, they shall be entitled to have access to the complaints handling procedure maintained by Havant Borough Council.

7.2 Full details of the Complaints Procedure can be found on the Havant Borough Council website at <https://www.havant.gov.uk/complaints-procedure>

**8. Planning Permissions**

8.1 In all circumstances it is the Client’s responsibility to ensure all necessary planning approvals are gained, where applicable, and adhered to. Havant Borough Council Building Control service holds no responsibility for checking such legislative approvals have been obtained, nor that any associated conditions are complied with.

8.2 It is the Client’s responsibility to ensure that compliance with requirements of the Town and Country Planning Act 1990 **does not** impact on compliance with the Building Regulations.

**9. CDM Regulations**

9.1 In all circumstances it is the Client’s responsibility to ensure compliance with the Construction Design and Management Regulations 2015. A suitably qualified Principal Designer will need to be appointed prior to works commencing, where required.

**10. Water Authority Approvals and Conditions**

10.1 In all circumstances it is the Client’s responsibility to ensure all necessary Water Authority approvals and conditions are gained, where applicable, and adhered to.

**11. Environment Agency**

11.1 In all circumstances it is the Client’s responsibility to ensure all necessary Environment Agency approvals and conditions are gained, where applicable, and adhered to.

**12. Contamination**

12.1 In all circumstances it is the Client’s responsibility to ensure all associated legislations, approvals and conditions regarding contamination are adhered to.

**Appendix: Connectivity Plan Form**

**To be completed for applications for new dwelling or buildings containing one or more new dwellings**

**Part A**

|  |  |
| --- | --- |
| Guidance for completing this Connectivity Plan Form is available in Approved Document R Volume 1 Physical Infrastructure and network connection for new dwellings (at [www.gov.uk/government/collections/approved-documents](file:///J:\EHDC\Corporate%20Data\Building%20Control\EHDC%20%20HBC%20SHARED\Support%20Team\Sam%20Cobb\Plans)).  Part A of this Connectivity Plan Form is to be completed when gigabit -ready physical infrastructure is to be installed and connection to gigabit-capable public electronic communications network is to be provided. | |
| **1 Building Control** | |
| Building Control body name  (local authority or Approved Inspector): |  |
| **2 Development** | |
| Development address/plot number(s):  *Please also indicate where further phases of development are to be considered at a later date* |  |
| **3 Developer key person contact details** | |
| Full name |  |
| Company/Organisation |  |
| Address |  |
| Email |  |
| Telephone/Mobile number |  |
| **4 Network Operator** | |
| Contact name |  |
| Company /Organisation |  |
| Address |  |
| Email |  |
| Telephone/Mobile number |  |
| **5 Physical infrastructure provision** | |
| a Will you provide each dwelling on the development site with gigabit-ready physical infrastructure from a network termination point at each dwelling to the network distribution point?  Yes  *Please complete section 6 of Part A*  No  *Please complete section 5b of Part A* | |
| b Will you provide each dwelling on the development site with gigabit-ready physical infrastructure as close as is reasonably practicable to a current or likely future location of a network distribution point?  Yes  *Please complete section 6 of Part A*  No  *Please complete section 5c of Part A* | |
| c Will you provide each dwelling on the development site with gigabit-ready physical infrastructure from a network termination point to an access point or common access point?  Yes  *Please complete section 6 of Part A*  No  *Please continue to Part B* | |
| d Will you provide each dwelling on the development site with gigabit-capable public electronic communications network?  Yes  *Please complete section 6 of Part A*  No  *Please continue to Part B* | |
| **6 Evidence to support section 5** | |
| Please attach evidence to support your answer to section 5.  This should include written confirmation that a suitable provider of public electronic communications networks has offered for each dwelling to provide a connection to a gigabit-capable electronic network as stated at section 5d, and details of which technology will be used to deliver this, e.g. full fibre, satellite, fixed wireless or other technologies.  Developers may also wish to include information explaining why the relevant gigabit-ready physical infrastructure on sections 5a, 5b or 5c is being installed – this includes circumstances in which there is no current network distribution point towards which such infrastructure can be built to a reasonably practicable point of proximity, because the developer does not have the right to install the infrastructure on the relevant land.  Where this form refers to a likely future location of a network distribution point, this should be supported by evidence of where it is reasonable to expect the network distribution to be located. Evidence would constitute information from a network operator confirming that a network distribution point will be installed within the relevant 2-year period and its location. Where this form refers to the lack of a likely future network distribution point, this should be supported by the efforts to ascertain from a network provider if a relevant distribution point is to be installed during the relevant 2-year period.  To assist with the building control process, developers may wish to demonstrate planned infrastructure routes in relation to development sites layouts and explain any factors that the infrastructure installation may need to take into account, such specific conservation conditions for current and future infrastructure installations, or obstacles that need to be circumvented. | |

**Part B**

|  |
| --- |
| Part B of this form is to be completed when an exemption is to be relied upon. |
| **1 Exemption from requirement RA1** |
| a Is/are the building(s) exempt from the requirement to install gigabit-ready physical infrastructure?  Yes. Please complete section 1b and /or 1c, as appropriate  No. Please continue to section 2 |
| b  The following applies:   * The building(s) is/are to be occupied by the Ministry of Defence or the Armed Forces of the Crown, or to be otherwise occupied for purposes of national security |
| c  Both of the following apply:   * The building(s) is/are in a location isolated from a relevant public electronic communications network of the kind mentioned in regulation 44ZC(2) of the Building Regulations 2010, where the cost of gigabit-capable, high speed and USO-standard public electronic communications network connection exceeds the cost cap * The prospect of a gigabit-capable, high speed and USO-standard public electronic communications network connection is considered too remote to justify equipping the building with gigabit-ready physical infrastructure (for full fibre, satellite or fixed wireless or other technologies) or an access point as set out in sections 5a, 5b, 5c or in Part A of this form.   *Please note other exemptions in the Building Regulations 2010, which are not included in this Connectivity Plan including those set out in Classes 1 to 7 of Schedule 2 of the Building Regulations 2010.* |
| **2 Evidence of Exemption** |
| Please attach evidence of how exemption 1b and/or 1c applies. |
| **3 Exemption from Requirement RA2** |
| a Is/are the building(s) exempt from the requirement to provide a connection to a gigabit-capable public electronic communications network?  Yes. Please complete section 3b or 3c as appropriate.  No. Please continue to section 4 |
| b The cost to provide each dwelling on the development site with the following exceeds the cost cap:  Tick all that apply.  Gigabit-capable electronic communications network connection  High speed public electronic communications network connection  USO Standard public electronic communications network connection  ***Note****: Connection should be provided to the fastest public electronic communications network within the cost cap* |
| c  The following applies:  At least two suitable providers of public electronic communications networks have declined to provide a connection free of charge or at a cost not exceeding the cost cap, or have failed to respond to requests within 30 working days |
| **4 Evidence of exemption** |
| Please attach the following, from suitable providers of public electronic communications networks   * Evidence that the providers are suitable for the purposes in question. * One of the following:   + At least two offers from the providers showing that the cost of the relevant connection exceeds the cost cap.   + At least two requests for offers for a relevant connection to which the provides have failed to respond within 30 days (developers may wish to provide further evidence including evidence of follow-up requests)   + Correspondence from at least two of the providers that declined to provide any connection to a relevant connection, clearly stating the reason why |