**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, Havant Borough 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)

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

**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

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

£

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

**Estimated cost of 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 information  This form can be used for making Full Plans, Building Notice, Regularisation or Partner Building Regulation submissions in the Havant Borough 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 (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 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 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 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 023 9244 6571 (Havant Borough Council)** |
| 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)** |

**Appendix: Connectivity Plan Form**

**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, eg 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 |