

PRIVACY STATEMENT

Southampton City Council is collecting this information, via the Building Control – Full Plans Submission form, in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal Information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council's handling for your personal data can be found in our [Privacy Policy](#).

Building Control Services, Southampton City Council
Civic Centre, Southampton SO14 7LU
Tel. 023 8083 2558
Email building.control@southampton.gov.uk
www.southampton.gov.uk

Application number:

This form is to be filled in by the person who intends to carry out building work or their agent.
If the form is unfamiliar please read the accompanying notes. Please type or use block capitals.

Applicant's details (see note 1)

Full name	
Address	
Postcode	Tel
Email	

Agent's details (if applicable)

Full name	
Address	
Postcode	Tel
Email	

Location of building to which work relates

Address	Postcode
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Proposed Work

Description

Use of building

1. If new building or extension please state proposed use:		
2. If existing building state present use:		
3. Will the Regulatory Reform (Fire Safety) Order 2005 apply? (see note 2)	Yes	No

Conditions (see note 6)

I agree to the plans being approved conditionally, and an extension of time being granted, where applicable.

Charges (For information see note 7 and separate charges schedule)

1. If Table A work (state number of dwellings)			
2. If Table B work (state internal floor area (m ²) or the project category)			
3. If Table C work (state the estimated cost of the work excluding VAT or the project category)			
Plan charge: £	plus VAT: £	Total: £	(to accompany submission)

Additional Information

I confirm that the following person will be responsible for the payment of any outstanding application / inspection charges.

Title	First name	Last name
Address (for invoicing purposes)		
		Postcode
Business name and address (for invoicing purposes)		
		Postcode
Name:	Signature:	Date:

FULL PLANS GUIDANCE NOTES

1 APPLICANT'S DETAILS - The applicant is the person on whose behalf the work is being carried out, eg building owner. Full name includes first and last names.

2 A person shall deposit full plans where it is intended to carry out building work in relation to a building which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the work.

3 DATA PROTECTION ACT 1998 - Please note that the information provided in this Full Plans Submission may be passed to other sections of the council to inform them of this Full Plans Submission. Details are also disclosed to the Ordnance Survey Office, Southern Water and Hampshire Fire and Rescue Service.

4 PLANS AND PARTICULARS - 3 sets of plans and particulars should be submitted. 2 sets of structural calculations where appropriate.

5 Where the proposed work includes the erection of a new building or extension, this application shall be accompanied by the following:

(a) block plan to a scale of not less than 1:1250 showing:

- the size and position of the building, or the building as extended, and its relationship to adjoining boundaries and any other building or proposed building located within the site;
- the width and position of any street adjacent to or within the boundaries of the site.

(b) the provision to be made for the drainage of the building or extension;

(c) the precautions to be taken where it is proposed to erect the building or extension over a sewer shown on the relative map of public sewers. NOTE: Reference to building over a public sewer, includes public sewers within 3m of a proposed building or extension to a building.

6(a) CONDITIONS - Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans or particulars shall be deposited.

(b) EXTENSION OF TIME - Section 16 of the Building Act 1984 provides for the period of time to be extended from 5 weeks to a maximum of 2 months.

(c) COMPLETION CERTIFICATES - Regulation 17 makes provisions for the issuing of completion certificates, this will be dependent upon the submission of a completion of works notice or confirmation that the building has been wholly or partly occupied prior to completion.

7 CHARGES - Subject to certain exceptions (access/facilities solely for disabled persons) a Full Plans Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. Cheques should be made payable to:
Southampton City Council.

Charges are usually payable in two stages. The first charge must accompany the deposited plans and the second charge is payable after the first site inspection of work in progress (an invoice will be issued for the second charge where appropriate). The second charge is a single payment and covers all inspections applicable under the Building Regulations for the building in question.

The appropriate charge is dependant upon the type of work proposed. Charge scales are set out in the charges schedule, which are available on request.

Table A prescribes the charges payable for the erection of small domestic buildings (not exceeding 3 storeys). Table B prescribes the charges payable for alterations and extensions to a dwelling house, including the addition of a small garage or carport and a room in the roof. Table C prescribes the charges payable for all other cases.

8 These notes are for general guidance only, particulars regarding the Full Plans Submission are contained in Regulation 14 of the Building Regulations 2010 and in respect of charges, The Council Building Control Partnership Charges scheme applicable at the time of submission.

9 Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and County Planning Acts. For further advice telephone Southampton 023 8083 2603 Eastleigh 023 8068 8264.

10 Further information and advice concerning Building Regulation matters may be obtained from: **Southampton and Eastleigh Building Control Partnership** Tel. 023 8083 2558 or fax 023 8083 3200 or email building.control@southampton.gov.uk

11 THE PARTY WALL ETC. ACT 1996

If you intend to carry out building work which involves:

- work on an existing wall shared with another property
- building on the boundary with a neighbouring property
- excavating near a neighbouring building

The Party Wall Act may apply and you should notify all affected neighbours.

Further information on Party Wall matters is available from the Department for Communities and Local Government website www.communities.gov.uk or by contacting a local qualified building professional.

12 FREEDOM OF INFORMATION ACT 2000

Plans and information forming part of this application may be made available to the public unless the information is expressly provided in confidence. All particulars would need to be marked as "confidential".