

PRIVACY STATEMENT

Southampton City Council is collecting this information, via the Building Control – Building Notice 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 Notice



The Building Act 1984, The Building Regulations 2010

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)

Name	
Address	
Postcode	Tel
Email	

Agent's details (if applicable)

Name	
Address	
Postcode	Tel
Email	

Location of building to which work relates

Address	Postcode
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Proposed Work (see note 2)

Description
Number of storeys in building
Anticipated date of commencement (see note 7)

Use of building

1. If new building or extension please state proposed use:
2. If existing building state present use:

Charges (For information see note 8 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)			
Charge: £	Plus VAT: £	Total: £	(to accompany submission)

Statement

This notice is given in relation to the building work as described and submitted in accordance with Regulation 12(2)(a).



Name:	Signature:	Date:
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BUILDING NOTICE GUIDANCE NOTES

1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2 THE BUILDING NOTICE -This procedure is not applicable in the following situations:

- where the building work relates to buildings to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply on completion;
- where it is intended to erect, extend or underpin a building situated over or 'map of sewers' (see requirements contained in Building Regulation H4 'Building Over Sewers').

In all the above cases, the 'Full Plans' procedure must be adopted.

3 Only one copy of a Building Notice, duly completed, is required to be submitted.

4 Where the proposed work includes the erection of a new building or extension, this notice 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, including any other building or proposed building 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;

5 Where the proposed work involves the insertion of insulating material into the cavity walls of a building, this Building Notice shall be accompanied by a statement as to:

- the name and type of insulating material to be used;
- whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
- whether or not the installer is a person who is the subject of a British Standard Institution Certificate or Registration or has been approved by the British Board of Agreement for the insertion of that material.

6 Where the proposed work involves the provision of an unvented hot water storage system, this Building Notice shall be accompanied by a statement as to:

- the name, make, model and type of hot water storage system to be installed;
- the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2010
- the name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.

7 Persons carrying out building work must give at least two working days prior notice of the commencement of the work.

8 CHARGES - subject to certain exemptions the Building Notice Charge is calculated in accordance with the current charges scheme. A charges schedule is available on request.

(a) Table A prescribes the charges payable for the erection of small domestic buildings. Table B prescribes the charges payable for alterations and extensions to a dwelling house, the addition of a small garage, carport or a room in the roof. Table C prescribes the charges payable for all other cases.

(b) The Building Notice charge is a single payment and covers all site inspections applicable under The Building Regulations for the works in question.

(c) Charges are payable to: **Southampton City Council**

9 These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of charges, in the Council's Building Control Partnership Charges Scheme, applicable at the time of submission.

10 PLANNING APPROVAL - 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 Country Planning Acts. For further advice on planning telephone:

Southampton: 023 8083 2603

Eastleigh: 023 8068 8264

11 Further information and advice concerning Building Regulation matters may be obtained from:

Southampton and Eastleigh Building Control Service

Tel. 023 8083 2558 or fax 023 8083 3200 or email building.control@southampton.gov.uk

12 This Building Notice shall 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.

13 DATA PROTECTION ACT 2018 - Please note that the information provided in this Building Notice application may be passed to other sections of the Borough Council to inform them of this Building Notice Application. Details are also disclosed to the Ordnance Survey Office, Southern Water and Hampshire Fire and Rescue Service.

14 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.

15 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".