



Building Regulations  
Application Number:

### 1 Applicant's details *(see note 1)*

Name: *(block letters)* \_\_\_\_\_ (Mr. /Mrs. /Miss)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

### Agent's address *(if applicable)*

Name: *(block letters)* \_\_\_\_\_ (Mr. /Mrs. /Miss)

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

### 2 Location of building to which work relates

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3 Description of proposed work

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4 Use of building

1 If new building or extension please state proposed use: \_\_\_\_\_

2 If existing building state present use: \_\_\_\_\_

3 Is the building to be put, or intended to be put to a use which is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005 (See note 5) YES/NO

### 5 Fees *(see notes 3, 4)*

1 If table A work please state the total number of dwellings and types - Total: \_\_\_\_\_ No. of types: \_\_\_\_\_

2 If table B or C Domestic ext. and alts. please provide estimated cost £ \_\_\_\_\_ & floor area \_\_\_\_\_ m2

3 If table D or E Non domestic ext. and alts. please provide estimated cost £ \_\_\_\_\_ & floor area \_\_\_\_\_ m2

Plan fee: £ \_\_\_\_\_ plus V.A.T: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

### 6 Additional information

Do you agree to an extension of time if this is required by the Council? YES/NO

If the circumstances permit do you wish the Council to issue a Conditional Approval? YES/NO

Do you require a completion certificate following satisfactory completion of the building work? YES/NO

### 7 Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees will be payable following the first inspection by the local authority.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**This notice should be completed and submitted to:-**

HEAD OF BUILDING CONTROL, City Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ.

tel: 01962 848176 telephone calls may be recorded fax: 01962 848 130 Email [buildingcontrol@winchester.gov.uk](mailto:buildingcontrol@winchester.gov.uk)

# Notes

---

- 1 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 2 Two copies of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14.  
  
Subject to certain exceptions where Part B (Fire Safety) imposes a requirement in relation to proposed building work, one further copy of plans which demonstrate compliance with the requirements should be deposited (3 in total).
- 3 Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. This second fee is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.  
  
Table A prescribes the plan and inspection fees payable for New Dwellings.  
Tables B and C prescribes the fees payable for Domestic Extensions and Alterations.  
Table D and E prescribes the fees payable for Non Domestic Extensions, New Build and Alterations.  
  
The appropriate fee is dependent upon the type of work proposed. Fee tables are available on the website [www.winchester.gov.uk](http://www.winchester.gov.uk).  
or on request.
- 4 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
- 5 The Regulatory Reform (Fire Safety) Order 2005  
  
Applies to all premises other than domestic premises occupied as a private dwelling. The Order also applies to any common parts used by occupants of more than one such private dwelling.
- 6 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 shall be deposited.
- 7 These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
- 8 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.
- 9 Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.