

# Building Regulations Application

## Full Plans Submission



This form is to be used for all proposed work other than work covered by Building Notices and requires a minimum of two copies of all plans/documents to be submitted.

<b>Office Use Only</b>			
Received Date	/ /	Reference No.	/ /
Plan Fee Submitted	£	Inspection Fee	£
Payment Type	<input type="checkbox"/> Debit/Credit	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
	Cheque No.		Receipt No.

1	<p><b>Application</b></p> <p>Detailed description of works to be carried out:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Proposed floor area:</p> <p>.....</p>
2	<p><b>Applicant Details</b></p> <p>Forename: ..... Surname: .....</p> <p>Company Name: .....</p> <p>Address: .....</p> <p>Townland: ..... Town: ..... Postcode: .....</p> <p>Phone: ..... Mobile: .....</p> <p>Email: .....</p>
3	<p><b>Agent Details (if applicable)</b></p> <p>Forename: ..... Surname: .....</p> <p>Company Name: .....</p> <p>Address: .....</p> <p>Townland: ..... Town: ..... Postcode: .....</p> <p>Phone: ..... Mobile: .....</p> <p>Email: .....</p>
4	<p><b>Address/Location of Site:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Townland: ..... Town: ..... Postcode: .....</p> <p>Is the site considered Greenfield <input type="checkbox"/> or Brownfield <input type="checkbox"/></p>
5	<p><b>Use of Building</b></p> <p>Proposed use: ..... Current use: .....</p> <p>If an existing building, is it classified as 'listed' or a 'protected building' under the relevant Planning Legislation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

## Use of Building (continued)

- Is the building intended to be subject to an Entertainment Licence?  Yes  No  
 Is the building intended to be subject to a Pavement Café Licence?  Yes  No  
 Has a site investigation been carried out?  Yes  No

If Yes, please enclose a copy of report with your application where available.

## 6 Additional Information (if applicable)

Planning Reference Number  /  /   F  RM  O (circle as appropriate)

Applications submitted to the Building Control Department will be assessed/inspected to ensure compliance with the Department of Finance Technical Booklets unless requested to use alternative standards. Specify alternative standard \_\_\_\_\_

Is it your intention to apply to have the sewers adopted under Article 161 of The Water & Sewerage Services (NI) Order 2006?  Yes  No

If yes, and available please state the reference number: \_\_\_\_\_

### Air Conditioning system

Is there an existing/proposed air conditioning system with an effective rated output of more than 12 KW?  
 Yes  No If Yes, provide details of Type \_\_\_\_\_ Rating \_\_\_\_\_ Date Installed \_\_\_\_\_

7	Plan Fee	Amount Enclosed
	Erection of ___ Dwellings/flats/maisonettes <250 m <sup>2</sup> Number of Plan types	
	Erection of ___ Dwelling(s) >250 m <sup>2</sup> Estimated cost of works £	
	Erection of a detached garage /carport not exceeding 40m <sup>2</sup>	
	Extension of a dwelling not exceeding 20m <sup>2</sup>	
	Extension of a dwelling exceeding 20m <sup>2</sup> but not exceeding 40m <sup>2</sup>	
	Extension of a dwelling exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	
	Extension of a dwelling providing 1 or more rooms in the roof space	
	All other works requiring an estimated cost of works Estimated cost of works £	
	<b>Total Fee £</b>	

### **\*Cheques to be made payable to Armagh City, Banbridge & Craigavon Borough Council\***

Works to an existing building for the sole benefit of persons with physical disabilities may be exempt from fees. See Regulation 7 of the Building (Prescribed Fees) Regulations (NI) 1997 (as amended). Documented proof of disability may be required, i.e. Occupational Therapist 'OT' report/letter.

Is an exemption from fees being claimed? Yes  No

To assist in submitting the correct plan fee, there is a fee calculator available on the Building Control website [www.buildingcontrol-ni.com](http://www.buildingcontrol-ni.com) or contact your local Building Control Department for advice.

### Advisory Notes and Declaration

- It is an offence under Article 21 1(A) of the Building Regulations (Northern Ireland) Order 1979 (as amended) to make false or misleading statements or to recklessly give a notice or certificate with an application.
- Information provided as part of this application may be subject to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, however, it should be noted that it is not a public document and will not be used as such.
- Armagh City, Banbridge & Craigavon Borough Council collects data for the purposes of the management and application of the Building Regulations. This data may also be passed on to other related Government Agencies and to other Council Departments, to facilitate Statutory Requirements, Service Level Agreements or similar purposes.
- The Water and Sewerage Services (Northern Ireland) Order 2006, as amended by the Water and Sewerage Services Act (Northern Ireland) 2016, requires any person proposing to connect two or more properties' drainage systems to a public sewer to obtain written approval to connect, on the basis of a mandatory sewer adoption agreement (Article 161) issued and authorised by Northern Ireland Water, prior to any connections being made. See <http://www.niwater.com/sewers> for further advice.

I/we hereby submit this application under the Building Regulations (Northern Ireland) 2012 (as amended).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_