

Building Regulations Application

Building Notice Submission



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

1	<h3>Application</h3> <p>Description of works to be carried out</p> <p><input type="checkbox"/> Make structural alterations to a dwelling</p> <p><input type="checkbox"/> Extend a dwelling by not more than 10m²</p> <p><input type="checkbox"/> Loft Conversion of a dwelling to increase floor area by not more than 3m²</p> <p><input type="checkbox"/> Provide/replace services or fittings in connection with a dwelling e.g. heating appliance/heating system/unvented hot water system</p> <p><input type="checkbox"/> Make thermal renovations to a dwelling</p> <p><input type="checkbox"/> Installation of a Microgeneration Technology in or on an existing dwelling</p>
2	<h3>Applicant Details</h3> <p>Forename: _____ Surname: _____</p> <p>Company Name: _____</p> <p>Address: _____</p> <p>Townland: _____ Town: _____ Postcode: _____</p> <p>Phone: _____ Mobile: _____</p> <p>Email: _____</p>
3	<h3>Agent Details (if Applicable)</h3> <p>Forename: _____ Surname: _____</p> <p>Company Name: _____</p> <p>Address: _____</p> <p>Townland: _____ Town: _____ Postcode: _____</p> <p>Phone: _____ Mobile: _____</p> <p>Email: _____</p>
4	<h3>Details of Works</h3> <p>Address/Location of Site (If different to Applicants address):</p> <p>_____</p> <p>_____</p> <p>Townland: _____ Town: _____ Postcode: _____</p> <p>Detailed Description: _____</p> <p>_____</p> <p>_____</p>

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Additional Information (if applicable)

Planning Reference Number

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(circle as appropriate)

It is presumed that the Department of Finance Technical Booklets are/were used as guidance for the design. If not, then please list documents which are referred to. E.g. if TBE is/was not used for the fire safety design, which technical standards are used? _____

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Fees

Amount Enclosed

Extension of a dwelling by not more than 10m²Roof space conversion to a dwelling to increase floor area by not more than 3m²

Provide/replace services or fittings in connection with a dwelling e.g. heating appliance/ heating system/ unvented hot water system

Make thermal renovations to a dwelling

Installation of a microgeneration technology in or on an existing dwelling

All other works requiring an estimated cost of works

Estimated cost of works

£

Total Fee £

Works to an existing building for the sole benefit of a person with physical disabilities may be exempt from fees

Is an exemption from fees being claimed? Yes No (N.B. Documented proof of disability will be required)

To assist in submitting the correct plan fee, there is a fee calculator available on the Building Control Website. 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 disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.
- The Council to which you are submitting this application form, 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 2 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.aspx> for further advice.

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

Signed:

Date: