

Building Regulations Application Regularisation Submission



This form is to be used when applying for retrospective approval for unauthorised works carried out without approval and may require a submission of drawings.

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

1

Application

Detailed description of works that have been carried out:

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Date works completed:	Floor area:
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2

Applicant Details

Forename: Surname:

Company Name:

Address:

Townland: Town: Postcode:

Phone: Mobile:

Email:

3

Agent Details (if applicable)

Forename: Surname:

Company Name:

Address:

Townland: Town: Postcode:

Phone: Mobile:

Email:

4

Address/Location of Site:

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Townland:	Town:	Postcode:
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Additional Information (if applicable)

Planning Reference Number

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(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 _____

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Regularisation Fee

Amount Enclosed

Erection of ____ Dwellings/flats/maisonettes <250 m²
Number of Plan types

Erection of ____ Dwelling(s) >250 m²

Estimated cost of works

£

Erection of a detached garage/carport not exceeding 40m²

Extension of a dwelling not exceeding 20m²

Extension of a dwelling exceeding 20m² but not exceeding 40m²

Extension of a dwelling exceeding 40m² but not exceeding 60m²

Extension of a dwelling providing 1 or more rooms in the roof space

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

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 £

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 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.aspx> for further advice.

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

Signed:

Date:

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