

# Building Regulations Application

PLEASE USE BLOCK CAPITALS AND READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM

Type of Application (Tick as appropriate)	<b>Building Notice</b> <input type="checkbox"/>	<b>Regularisation</b> <input type="checkbox"/>
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## SECTION A – To be completed for ALL Applications

**MAY 2018**

<b>Applicant's full name and address</b> <b>(This MUST be completed for a valid application)</b> Forename(s): ..... Surname: ..... Address: ..... Town: ..... Postcode: ..... Tel: ..... Email: .....	<b>Agent's name and address</b> Name: ..... Address: ..... Town: ..... Postcode: ..... Tel: ..... Email: .....	<b>Official Use</b> Received Ref No. Building Notice Fee Regularisation Fee Receipt No
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<b>Description of Works:</b> ..... ..... <b>Total Proposed Floor Areas:</b> ..... m <sup>2</sup> <b>Proposed use of Building / Extension:</b> ..... ..... .....	<b>Address / Location of site</b> (include Townland locality and postcode) ..... ..... <b>Services</b> (a) Water Supply to comply with The Water (Water Fittings) Regulations (NI) 2009 Yes <input type="checkbox"/> No <input type="checkbox"/> (b) Heating ..... (c) Foul Sewage Disposal ..... (d) Surface Water Disposal .....
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If an existing building, please state present use: .....

If an existing building, is it classified as listed or a protected building under the Relevant Planning Legislation? Yes  No

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

Has the application been made? Yes  No  If yes please state the reference number.....

**Additional Information**

Which "technical" standards were used for fire safety design: .....

**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, please give details of type of A/C system, rating and date of installation: .....

## SECTION B – Additional Information for a Building Notice (Applicable Domestic Works Only)

Please give a brief description of any relevant materials, type of construction or services to be used in the proposed works. ..... ..... ..... .....	<b>For an extension or alteration:</b> <b>Floor area of new extension</b> .....m <sup>2</sup> <b>Note:</b> You may be required to provide additional information as deemed necessary.
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## SECTION C – Additional information for **Regularisation Application**

Description of Unauthorised Works

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Date works completed

Month \_\_\_\_\_ Year \_\_\_\_\_

## SECTION D (Fees) – To be completed for **all Applications**

PLAN FEES CALCULATION	Fee enclosed
Erection of ____no. new dwellings/flats/maisonettes (area <250m <sup>2</sup> ). Number of different plan types _____	
Erection of a detached garage or carport not exceeding 40m <sup>2</sup> (not exempt from Building Regulations)	
Installation of an unvented hot water system	
Extension or extensions of a dwelling not exceeding 20m <sup>2</sup>	
Extension or extensions of a dwelling exceeding 20m <sup>2</sup> but not exceeding 40m <sup>2</sup>	
Extension or extensions of a dwelling exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	
Extension or alteration of a dwelling providing one or more rooms in the roofspace	
Replacement of an existing combustion appliance	
Installation or extension of a heating system	
Installation of micro-generation technology	
All other works requiring an estimated cost of works. Estimated cost of building works £	
Erection of ____no. new dwellings (area more than 250m <sup>2</sup> ). Estimated cost of building works £	
<b>Total Fee £</b>	

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

Is exemption from fees being claimed?      Yes       No

**If Yes, then documented proof of disability will be required for domestic applications.**

<p>It is an offence under Article 21 (1A) 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.</p> <p>Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004. The Council is processing this information in order to meet its legal obligation to administer and enforce the Building Regulations. This information will be held permanently by the Council for this purpose. Building Control inspection reports may be accessed by the Planning Section in the legitimate interest of the applicant to identify discrepancies between applications and to allow officers to provide advice and guidance to applicants when necessary. Planning may hold copies of inspection reports within planning enforcement files for a period of 5 years after closure of a file. This information may be shared with a third party if there is a legal requirement to do so. Building Control application information will also be shared with the Land and Property Services to fulfilling obligations under rating legislation.</p> <p>For more information on how your data will be used, see the relevant Council's corporate and Building Control Privacy Notices at <a href="http://www.ardsandnorthdown.gov.uk/privacy-and-cookies">www.ardsandnorthdown.gov.uk/privacy-and-cookies</a> or contact the Data Protection Officer by email: <a href="mailto:dataprotection@ardsandnorthdown.gov.uk">dataprotection@ardsandnorthdown.gov.uk</a> or tel: 0300 013 3333.</p> <p>I/We hereby submit this application under the Building Regulations (NI) 2012.</p> <p><b>Signed:</b> .....</p> <p><i>Applicant/Agent</i></p> <p><b>Date:</b> .....</p>	<p><i>For Council use only</i></p>
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