

## Explanatory Notes:

The purpose of this legislation is to permit a person proposing to carry out domestic building work to commence that work without the submission of detailed plans, provided he has submitted to the Council a Building Notice which gives details of the proposed work.

### 1. Documentation required:

- ◆ One copy of completed application form and signed statement: and
- ◆ Appropriate fee; and
- ◆ Particulars as necessary to show the materials of which the building will be constructed; the mode of drainage including precautions to be taken when building over a drain or sewer; and
- ◆ The number of storeys in the building to which the proposal relates (each basement level being counted as one storey); and
- ◆ Details giving the size and position of the building, its relationship to adjoining buildings and its distance from the boundary; and
- ◆ A site location plan; and
- ◆ Where the Council considers it appropriate any additional particulars necessary for the discharge of its function in relation to building regulations. This particular request will be made by an authorised officer in writing.

### 2. Fees

A Building Notice fee is payable at the time the notice is given to the Council. The fee can be calculated by adding the current plan fee to the current inspection fee. The fee covers all necessary checks and site visits.

### 3. The Issue of Submitting Plans v Building Notices

For the execution of domestic works you have the choice between depositing plans or giving a Building Notice. Generally speaking a Building Notice is suitable for relatively simple and straight-forward projects. If, however the job is complex or there is a possibility of error on site, it is usually preferable to have the plans checked by the Council before you start work. This is not the case with a Building Notice. Before deciding to deposit full plans or give a building notice you should consider the pros and cons of the two procedures which are explained below.

#### Full Plans

If you deposit full plans the Council must pass them or reject them within 56 days. We aim to respond much quicker than this, however, usually within 12 days. The plans will be rejected only if they fail to show compliance with the Regulations.

You are not obliged under the Building Regulations to build exactly in conformity with the plans you deposited, the obligation is to see that the work complies with the Regulations. Nevertheless, where you have had your plans passed and the work conforms with them, you gain useful protection when you come to sell your house.

#### Building Notice

If you decide to give a Building Notice you must include in it a site plan (in the case of a new building or extension) and the other information listed in paragraph 1 above. This is to enable the Council to identify the site or the property concerned and the nature of the work proposed. The Council may in writing ask you to provide certain other documents or information, but they are not required to pass or reject a Building Notice or any such information which you provide. Consequently the protection of having had your application passed is not available. However, you will be issued with a completion certificate upon satisfactory completion of the works as per the submission of full plans.

The Council can require work to be altered if the work contravenes the Building Regulations and you must give the normal notices to the Council at the various stages of the work. The main advantage of the Building Notice is that it allows you to start work without having to submit plans. You must inform the Council before you start the work.

A Building Notice is only valid if the building work or the material change of use to which it relates is commenced within three years of the date on which the notice was given.

### Data Protection Act 1998

We use any information you give us to manage and apply the building regulations or other relevant legislation. In accordance with our responsibilities under the Data Protection Act, any personal information you choose to provide will not be passed to any other person or organisation, unless we have your consent, or where we have a legal obligation or have the statutory powers to do so.

We may be legally required to pass some of personal and property information, such as owners' details, to other government agencies, and other sections within the council.

### Freedom of Information Act 2000

Under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 people may write to or ask us for information we hold. We are responsible for deciding whether the requested information can be released. Before we release any information about you or your property we will seek your views on its disclosure. However the final decision on what will be disclosed rests with the Council.



Health & Environmental Services  
Building Control Service  
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INVESTOR IN PEOPLE

BUILDING REGULATIONS BUILDING NOTICE APPLICATION DOMESTIC WORKS		For office use only	
<b>1 Notice of Intention to:</b> please tick box <input type="checkbox"/> Erect a building <input type="checkbox"/> Make structural alterations and/or extension to a building <input type="checkbox"/> Provide services or fittings in connection with a building <input type="checkbox"/> Make a material change of use to a building  <b>Signature:</b> _____ <b>Date:</b> _____		Ref. Number:	
		Date of Deposit:	
		Assessor:	
		Estimate:	£
		Fee:	£
		Purpose Group:	
<b>2</b> <i>The purpose of this application form (Building Notice) is to permit a person proposing to carry out domestic building work to commence that work without the submission of detailed plans, provided he has submitted to the Council a Building Notice which gives sufficient details of the proposed work. Documentation required:</i> <ul style="list-style-type: none"> <li>• One copy of completed signed application form and signed statement: and appropriate fee; and</li> <li>• Particulars as necessary to show the materials of which the building will be constructed; the mode of drainage including precautions to be taken when building over a drain or sewer; and</li> <li>• The number of storeys in the building to which the proposal relates (each basement level being counted as one storey); and</li> <li>• Details, giving the size and position of the building, its relationship to adjoining buildings and its distance from the boundary; and</li> <li>• A site location plan.</li> </ul> <i>Where the Council considers it appropriate any additional particulars as necessary for the discharge of its function in relation to building regulations. This particular request will be made by an authorised officer in writing.</i>		INPUT	
<b>3 Applicant:</b> Surname: _____ Forenames: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____			
<b>4 Agent:</b> Surname: _____ Forenames: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____			
<b>5 Works Details:</b> Location/address: _____ Description of works: _____ Date of Commencement (if known, see overleaf): _____			
<b>6 Use of Building/Extension:</b> Proposed Use: _____ Present Use: _____			
<b>7 Services:</b> (State type) Foul drainage: _____ Surface water: _____ Heating: _____ Water supply: _____			

**8 Multiple Occupation:**  
 Is the dwelling used or intended to be used as a House in Multiple Occupation? Yes  No

**9 Fees:** If paying by cheque must be crossed and made payable to Belfast City Council  
 Have plans for any of these or a substantially similar project(s) been submitted previously Yes  No

**(1) Dwelling less than 250m<sup>2</sup> and not more than 3 storeys (otherwise use estimate)** **Notice Fee**

* Erection of new Dwelling(s)	No.(s)	
* Additional Fee for House types	No.(s)	
SUB TOTAL		

**(2) Extension(s) to dwelling/roofspace/kitchen/garage/carport** **Notice Fee**

* Detached Garage 30 - 40 m <sup>2</sup>		
* Unvented Hot Water System		
* Extension up to 20 m <sup>2</sup>		
* Extension up to 20 - 40 m <sup>2</sup>		
* Extension up to 40 - 60 m <sup>2</sup>		
* Roofspace Conversion		
SUB TOTAL		

**(3) All Other works e.g. new heating appliance, replacing load bearing wall with steel beam. (Estimate (s) must be included with this application form)** **Notice Fee**

* Estimated Cost of Building Works	£	
SUB TOTAL		

**TOTAL BUILDING NOTICE FEE** [ ]

The Building Notice Fee payable equals the sum of the Plan and Inspection fee combined for a Full Plan Application N.B. This Fee must be paid on submission of this application form

**10 Statement of Intent:** Summary of proposed works


**Works Detail Summary:**

**(1) Floor Area (where appropriate)**

		Comments
* Basement	m <sup>2</sup>	
* Ground Floor	m <sup>2</sup>	
* First Floor	m <sup>2</sup>	
* Second Floor	m <sup>2</sup>	
* Other	m <sup>2</sup>	

**(2) Relationship of Building/Property to adjoining Buildings/Building Boundaries (may be provided in this form or a site location plan or site block plan can be submitted)**

\* Detached Yes  No

\* Attached Semi  Terrace  Other  Please state \_\_\_\_\_

**\* Distance to relevant Boundaries**

		Comments
* Front	m	
* Rear	m	
* Left Side	m	
* Right Side	m	
* Other	m	

**(3) Materials (may be provided in the form of a schematic sketch/drawing/calculation/method statement etc.)**

**(a) Sub Structure**

* Foundation	
* Ground Floor/Sub Floor	

**(b) Superstructure**

* External Walls	
* Internal Walls	
* Upper Floors	
* Roof	

**To be used for additional supporting information:**