



# BELFAST BUILDING CONTROL

## Building Regulation Applications

GUIDANCE NOTE No. 11

### APPLICATION / NOTICE OF INTENTION

#### Full Plans Application

**Domestic:** one copy of domestic application form should be completed and submitted together with two copies of plans and supporting information, and the appropriate plan fee.

**Non-domestic:** one copy of non-domestic application form should be completed and submitted together with two paper copies of plans and supporting information, and the appropriate plan fee. Additionally if the application is for a building designated under the Fire Services (NI) Order, an additional two copies of plans as required to show compliance with Part E "Fire Safety" of the regulations.

**Building Notice Application** - one copy of application form should be completed and submitted together with the appropriate plan fee.

These applications only relate to the requirements of the Building Regulations. You may need other permission for the proposed works in which case separate applications should be made to the appropriate Authority, e.g.:

PERMISSION REQUIRED	AUTHORITY or AGENCY	PERMISSION REQUIRED	AUTHORITY or AGENCY
PLANNING	DOE Planning	HOUSING GRANTS	Housing Executive
ROADS	DOE Roads Service	FIRE CERTIFICATE	NI Fire Brigade
WATER & SEWAGE	DOE Water Service	ENTERTAINMENTS	Belfast Building Control
WATER FITTINGS	DOE Water Service	CINEMAS	Belfast Building Control
SEPTIC TANK DISCHARGE	DOE Water Service	PETROLEUM STORAGE	Belfast Building Control

The above table should be considered as an information guide only and it is not meant to be total. If in doubt you should consult the relevant Authority. Belfast Building Control will also be pleased to offer advice where appropriate.

### ASSESSMENT OF YOUR APPLICATION

Belfast Building Control will, where possible, deal with your application within a target response time of 12 days for domestic applications and 20 days for non-domestic applications. Such response will be either an approval, rejection, or request for additional information.

In certain circumstances e.g. complex projects etc. the target response time may be extended by mutual agreement. It is our aim to ensure that all projects are commenced and constructed as quickly as possible, and in accordance with Building Regulations.

see overleaf



INVESTOR IN PEOPLE



Awarded for Excellence

# BELFAST BUILDING CONTROL

## Building Regulation Applications



### REJECTIONS

Due to an effective consultative process rejections are rare. However they do occur, usually because an applicant/agent has neglected to make the required amendments, or a proposal is so flawed that a fundamental redesign is required. Should your proposal be rejected then you will be so informed, given the reasons for the refusal and informed of the appeals procedure. Please bear in mind that the reasons for refusal are considered to be sound and it is usually quicker to amend the plans, thus achieving approval.

### APPROVAL FOR FULL PLANS APPLICATION

When your proposal is approved, documentation will be forwarded to you/your agent. It is advisable to retain this documentation should you wish to sell your property in the future. The documents will include Stage Notices, which instruct the builder to notify Building Control regarding the carrying out of certain stages of work. It is very important that the builder gives Building Control the required notice so that the works can be inspected as they progress. Failure to do so will lead to contraventions. After the initial inspection the Inspection Fee becomes due; further information on fees is contained in the explanatory leaflet. However please note that the payment of fees is in two separate stages, Plan Fee and Inspection Fee.

### BUILDING NOTICE APPLICATION

The principle difference in this procedure is that the Council does not formally assess for approval the information supplied under the Building Notice route. The emphasis is transferred to on-site assessment and approval of works during the construction process.

**HELPLINE for further assistance and information contact the Duty Surveyor  
Tel: 02890 270432**

**BUILDING CONTROL SERVICE  
ROOM 35 CITY HALL  
BELFAST BT1 5GS  
Tel. 028 90 270432  
Text Tel. 028 90 270405  
Fax. 028 90 438805  
E Mail. [beggsa@belfastcity.gov.uk](mailto:beggsa@belfastcity.gov.uk)**

Guid/11/June01

*Helping to build a better Belfast*