



BELFAST BUILDING CONTROL

How to make a Full Plans Domestic Application

GUIDANCE NOTE No. 7

The following guidance is for houseowners in the Belfast region when making an application to Belfast City Council for Building Regulation approval to;

- **Erect a building** e.g. new dwelling
- **Extend an existing building** e.g. kitchen extension
- **Convert a loft** e.g. make a new bedroom in the roofspace
- **Change the use of a building** e.g. garage into a "granny" flat
- **Install services and fittings** e.g. heating appliances, flues, heating controls etc. associated with space heating or hot water systems.
- **Erect a conservatory** e.g. floor area > 30m²

You may submit the application yourself or you may engage someone to do it for you. If an agent is employed all correspondence will be directed to him or her. In all cases a full postal address must be provided to allow the Building Control Service to contact either you or your agent. The full postal address of the property where the development is to be carried out should be given along with a site location plan. A brief description of the proposed works should be provided as should the proposed use of the new structure.

We require two copies of all drawings and one copy of the application form, which you or your agent should sign. With your application you must submit the correct assessment fee, for further information contact the Duty Surveyor on **Tel. 028 9027 0432**

Our reception staff are there to help with general queries so please ask for any information you do not have readily available. For technical advice please speak to the Duty Surveyor.

See the flowchart on the reverse of this sheet for the steps involved in making a full plans application. The application for domestic works can either be a Full Plans application or a Building Notice application (ref. Guidance Note No.15).

Further Information

Your proposed works may require permission from the planning authority. In the case of planning permission for Belfast more information can be given by contacting the Planning Service **028 9025 2800**.

If you think your proposal will affect your neighbour in some fashion you should contact him/her before the submission is made so as all information is at hand before works begin.

If your house is listed then permission to carry out any sort of alterations should be obtained. Further details can be obtained by phoning the Historic Monuments and Buildings branch of the Department of the Environment on **028 9023 5000**.

see overleaf


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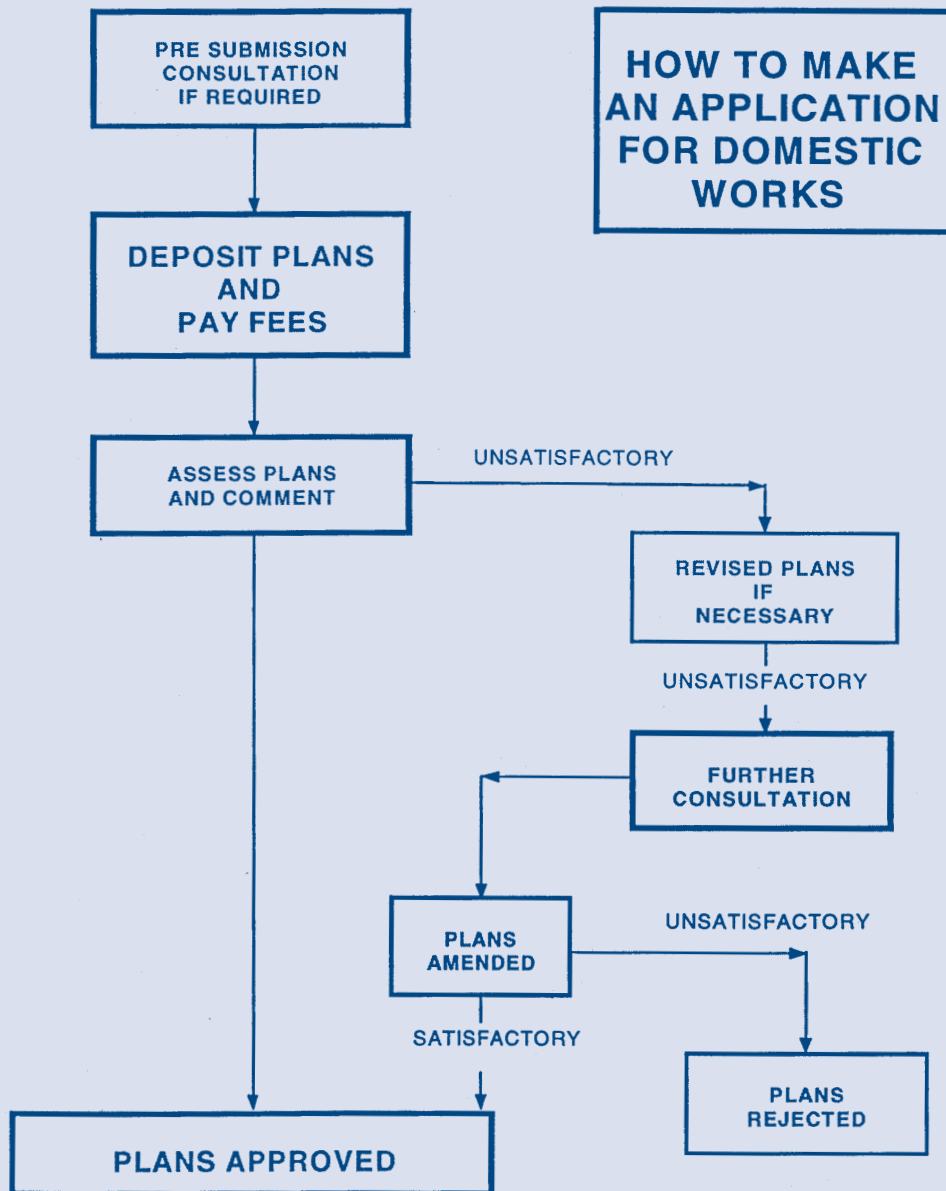

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