



BELFAST BUILDING CONTROL

How to Make a Non-Domestic Application

GUIDANCE NOTE No. 10

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

- **Erect a building** e.g. new shopping centre
- **Extend an existing building** e.g. office extension
- **Carry out structural changes to an existing building**
e.g. removal of loadbearing wall
- **Install services and fittings** e.g. heating system, fire detection / alarm system
- **Change the use of a building** e.g. convert a dwelling into a shop

The Building Control Service offers a pre-submission consultation procedure for its clients. This allows an agent or applicant to ascertain whether his preliminary designs are being prepared in accordance with the requirements of the Building Regulations. If found necessary a round table meeting with other public agencies may be instigated to get a consensus view of the design at this early stage.

If an agent is employed then all correspondence regarding the application will be sent to him. A full postal address for the applicant together with an address for the agent should be provided. For projects of this type it is essential that a site location plan, clearly marking the position of the building and all boundaries, is submitted as part of the application.

With your application you must send the correct assessment fee, details are available from the Duty Surveyor, **Tel. 02890 270432**

We require two copies of all drawings and details, and one copy of the completed application form, which you or your agent should sign. If your proposed development is designated under the provisions of the Fire Services Order then you should submit two additional sets of plans to allow for further consultation with the Fire Brigade on your behalf.

See the flowchart on the reverse of this sheet for the steps involved in making an application.

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 on **02890 252800**.

If the development involves disturbing or altering a listed building then further details can be given by phoning the Historic Monuments and Buildings branch of the Department of the Environment on **02890 235000**.

see overleaf

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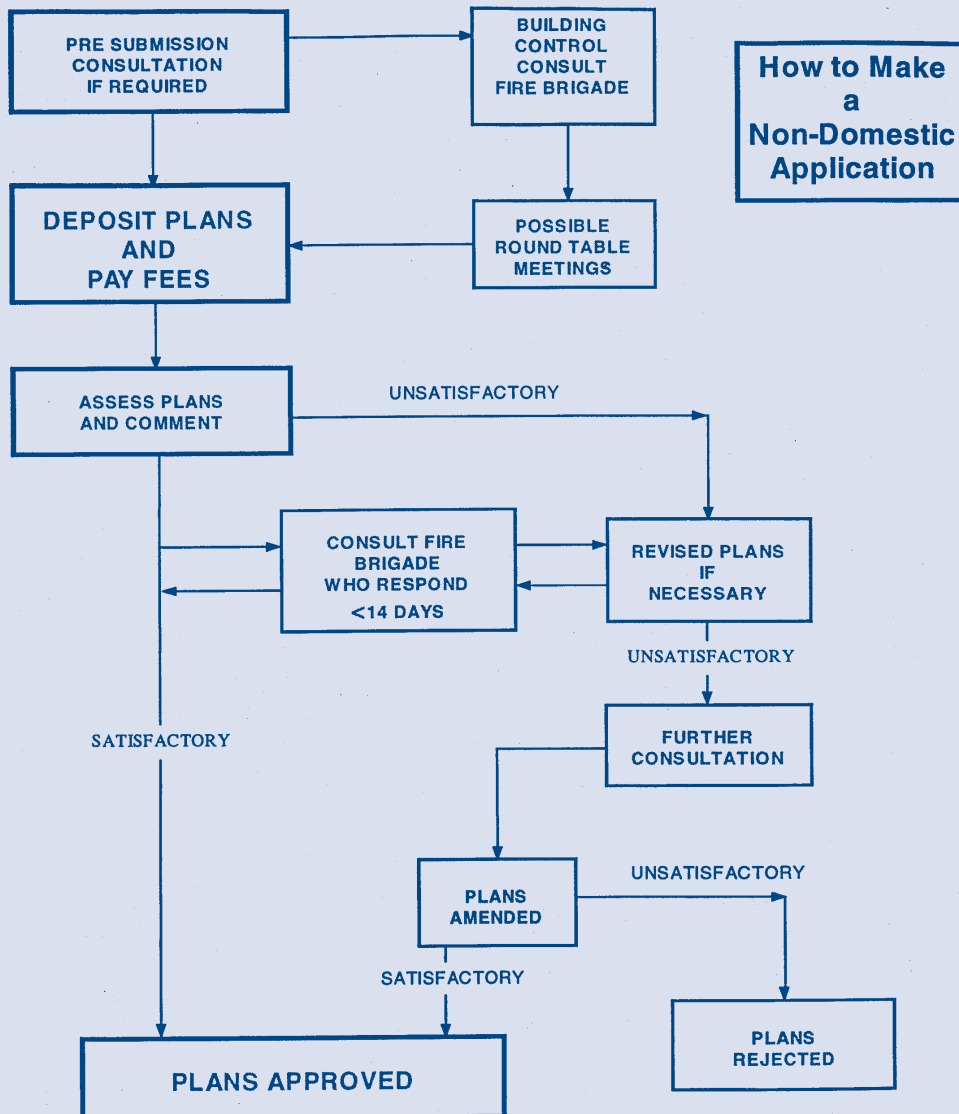


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