



Building Regulations Application Form BUILDING NOTICE – Domestic Work	For office use only
<p>1 Notice of intention to (Please tick the appropriate box):</p> <p><input type="checkbox"/> Make structural alterations to a dwelling</p> <p><input type="checkbox"/> Creating a small extension of up to 10 m² to a dwelling</p> <p><input type="checkbox"/> Creating a small loft conversion up to 3m² to a dwelling</p> <p><input type="checkbox"/> Provide/alter services or fittings in connection with a dwelling</p>	
<p>2 Notes: This Building Notice application form is for proposed minor building work to a single dwelling. Documentation required: one copy of completed signed application form and the appropriate fee. You must include sufficient details of the proposed work, but you do not need to submit detailed plans. If we need any further information, we will contact you, in writing, requesting that information. We will need a phone number for you and for your agent (if you have one) in case we need to contact you. Remember you, your agent or your builder will need to phone us when the works start to request inspections. For more information on making a building notice application, see our guidance note 4.</p>	
<p>3 Applicant:</p> <p>First name(s): _____ Surname: _____</p> <p>Address and postcode: _____</p> <p>Phone: _____ Email: _____</p>	
<p>4 Agent (if different from Applicant):</p> <p>First name(s): _____ Surname: _____</p> <p>Company Name: _____</p> <p>Address and postcode: _____</p> <p>Phone: _____ Email: _____</p>	
<p>5 Builder (include details if known and if different from Applicant or agent):</p> <p>Company Name: _____</p> <p>Address and postcode: _____</p> <p>Phone: _____ Email: _____</p>	
<p>6 Work Details (attach separate sheets if necessary):</p> <p>Property address and postcode: _____</p> <p>Is the property used as a flat? Yes <input type="checkbox"/> No <input type="checkbox"/> or as a House for Multiple Occupation (HMO)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Description of work: _____</p> <p>_____</p> <p>_____</p>	

7 Fees: (please refer to our fees sheet, check our website www.belfastcity.gov.uk/buildingcontrol/fees.aspx, use the fee calculator on www.buildingcontrol-ni.com/fees or contact us to work out your fee for you):
Some work has a set fee and other works are based on the cost of the work.

(1) Set fees:

	tick	fee
Extension up to 10m ²	<input type="checkbox"/>	£120
Roofspace Conversion up to 3m ²	<input type="checkbox"/>	£216
* Unvented hot water system	<input type="checkbox"/>	£ 60
* Replacement combustion appliance	<input type="checkbox"/>	£ 72
* Conversion of heating system	<input type="checkbox"/>	£ 72
* Heating system installation or extension	<input type="checkbox"/>	£120
Installation of microgeneration technology	<input type="checkbox"/>	£120
Cavity wall insulation (No fee)	<input type="checkbox"/>	£ 0
Set fees total	£	<input type="text"/>

(2) Other work: (for example removal of a load-bearing wall or chimney breast).
You must tell us the estimated construction cost (as this is what the fee is based on).

Estimated cost of work

If over £10,000, we need a written breakdown of the costs, for example from a quantity surveyor, architect or builder. (This is so we can check the accuracy of the fee we charge you). The fee is £60 for up to £2000 and £150 for £2001 - £5000, for over £5001 refer to our fees sheet or ask us.

Fee for other work

Note: * if you make a Building Notice application for more than one of these works at the same time then only the largest fee will be payable.

TOTAL BUILDING NOTICE FEE:

Cheques must be made payable to Belfast City Council. You can also pay at our office by card or cash, or over the phone by card.

Tick this box if claiming disabled fee exemption (work for the sole benefit of a person with a physical disability may be exempt from fees – we will need written evidence such as a letter from an Occupational Therapist or a GP explaining the need for the proposed work based on disability)

8 Declaration:

I am making this application under the Building Regulations (NI) 2012 (as amended).

Signature: _____ **Date** _____
Applicant / agent (please delete as appropriate)

Note: Please check the information you have given on this form carefully, as it is an offence under Article 21 1(A) of the Building Regulations (Northern Ireland) Order 1979 (as amended) to knowingly or recklessly submit false or misleading information for the purpose of securing Building Regulations approval.

Privacy notice - how we will use information about you

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of processing building control applications and enforcing the building regulations.

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under the following legislations: the Building Regulations (Northern Ireland) 2012 (as amended) and the Rates (Northern Ireland) Order 1977.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared with the Northern Ireland Fire and Rescue Service (NIFRS) for the purposes of consulting with them about building control applications and with the Land and Property Agency (LPS) to provide property survey information for valuation purposes.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Council to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data, please contact building control's policy and legal officer at buildingcontrol@belfastcity.gov.uk or phone 028 9027 0650. If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk