



<b>Building Regulations Application Form</b>		For office use only
<b>FULL PLANS – Domestic Work</b>		
<b>1</b>	<b>Notice of intention to</b> (Please tick the appropriate box): <input type="checkbox"/> Erect a dwelling or dwellings <input type="checkbox"/> Make structural alterations to a dwelling/s <input type="checkbox"/> Creating an extension or loft conversion of over 3m <sup>2</sup> to a dwelling <input type="checkbox"/> Provide/alter services or fittings in connection with a dwelling/s <input type="checkbox"/> Make a material change of use to form a dwelling/s	
<b>2</b>	<b>Applicant:</b> First name(s): _____ Surname: _____ Address and postcode: _____ _____ Phone: _____ Email: _____	
<b>3</b>	<b>Agent</b> (if different from Applicant): First name(s): _____ Surname: _____ Company Name: _____ Address and postcode: _____ _____ Phone: _____ Email: _____	
<b>4</b>	<b>Builder</b> (include details if known and if different from Applicant or agent): Company Name: _____ Address and postcode: _____ _____ Phone: _____ Email: _____	
<b>5</b>	<b>Property or site address and description of work</b> (please attach additional sheets if required): Location address and postcode: _____ Description of work: _____ _____ _____ Is the property used as a House for Multiple Occupation (HMO)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>6</b>	<b>Complete this section if constructing a new dwelling or housing development:</b> Are you submitting valid Type Approval Certificates for any new dwelling with your application? Yes <input type="checkbox"/> No <input type="checkbox"/> Is the site greenfield (never previously developed)? <input type="checkbox"/> or brownfield (previously developed)? <input type="checkbox"/> Don't know <input type="checkbox"/>	
<b>6</b>	<b>Note on connecting to a public sewer:</b> If you are proposing to connect the drainage system of two or more properties to a public sewer, you must obtain written approval to connect before any connections are made. This approval must be based on mandatory sewer adoption agreement (Article 161) issued and authorised by Northern Ireland Water, under the Water and Sewerage Services (Northern Ireland) Order 2006 (as amended by the Water and Sewerage Services Act (Northern Ireland) 2016). See <a href="http://www.niwater.com/sewers/asp">www.niwater.com/sewers/asp</a> for further advice.	

**8 Fees** (please refer to our fees sheet, check our website [www.belfastcity.gov.uk/buildingcontrol/fees.aspx](http://www.belfastcity.gov.uk/buildingcontrol/fees.aspx), use the fee calculator on [www.buildingcontrol-ni.com/fees](http://www.buildingcontrol-ni.com/fees) or contact us to work out your fee for you):

**1 New Dwellings** (under 250m<sup>2</sup> floor area):

**(a) New dwelling(s), housing and flats**

No. of Units	<input type="text"/>	Floor area	<input type="text"/>
No. of Storeys	<input type="text"/>	No. of House Types	<input type="text"/>
<b>Plan fee for new dwelling(s) £</b> <input type="text"/>			

**(b) New dwelling(s), housing, flats and maisonettes with a 'Type Approval Certificate' valid for use in Belfast** (Enclose copy of any Type Approval Certificate with your application)

No. of Units	<input type="text"/>	Floor area	<input type="text"/>
No. of Storeys	<input type="text"/>	No. of House Types	<input type="text"/>
<b>Plan fee for new dwelling(s) £</b> <input type="text"/>			

**2 Set fees for existing dwellings:**

**(a) Extensions(s)/ roofspace conversions, garages (30-40m<sup>2</sup> floor area) and so on**

Type of work	<input type="text"/>	Floor area	<input type="text"/>
<b>Plan fee for extension(s) £</b> <input type="text"/>			

**(b) Other work – including new dwellings over 250m<sup>2</sup> floor area and extensions over 60<sup>2</sup> floor area. The fee is based on an estimate cost of work – an estimate must be included.**

Estimate of cost	£ <input type="text"/>
<b>Plan Fee for other work(s): £</b> <input type="text"/>	

**TOTAL PLAN 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.

**Estimates:** For estimated construction costs of £10,000 or more 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).

**Tick this box if you are claiming a 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)

**9 Declaration:**

I am making this application under the Building Regulations (NI) 2012 (as amended).  
I understand that further charges may be payable following the first inspection.

**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](mailto: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](mailto:records@belfastcity.gov.uk)