



Building Regulations Application Form REGULARISATION – Domestic or Non-domestic work	For office use only
<p>1 Important notes to be read by the applicant:</p> <p>The building regulations allow the council formally to regularise work that was carried out and completed without the submission of plans or giving of notices (unauthorised work) after 1 October 1973. This power does not replace/detract from other enforcement powers available to the council. An owner is under no obligation to make an application for a regularisation certificate and the council is under no obligation to accept it. The council may ask the applicant to open up work where necessary in order to assess if they comply with the relevant building regulations. The applicant must be willing to comply with all such reasonable requests and a reasonable level of co-operation is necessary. The council may issue or refuse a regularisation certificate and may state in writing any remedial work required before a certificate can be issued. For more information on requesting a regularisation certificate, see our guidance note 6.</p>	
<p>2 Applicant:</p> <p>First name(s): _____ Surname: _____</p> <p>Address and postcode: _____ _____</p> <p>Phone: _____ Email: _____</p>	
<p>3 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>4 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>5 Property where work is to be regularised:</p> <p>Property address and postcode: _____ _____</p> <p>Was the work to a domestic <input type="checkbox"/> or a non-domestic property? <input type="checkbox"/></p> <p>If the property is domestic, is it used as a flat? <input type="checkbox"/> or as a House for Multiple Occupation (HMO)? <input type="checkbox"/></p>	
<p>6 Description of work to be regularised (please attach additional sheets if required):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date that work to be regularised was completed _____</p> <p>If you do not know this date, please tell us when you first became aware of the work _____</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 for dwellings:	tick	fee
Extension up to 20m ²		£144.00
Extension up to 20-40m ²		£216.00
Extension up to 40-60m ²		£259.20
Roofspace Conversion		£259.20
Detached garage 30-40m ²		£100.80
* Unvented hot water system		£ 72.00
* Replacement combustion appliance		£ 86.40
* Conversion of heating system		£ 86.40
* Heating system installation or extension		£144.00
Installation of microgeneration technology		£144.00
Cavity wall insulation (No fee)		£ 0.00
Set fees total	£	

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

(2) New dwelling/s: (under 250m² floor area & up to 3 storeys) Fee for a new build dwelling is £360

No. of Units:

No. of Types:

Fee for new dwelling/s £

(3) 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). 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 £72 for up to £2000 and £180 for £2001 - £5000, for over £5001 refer to our fees sheet or ask us.

Estimated cost of work £

Fee for other work £

TOTAL REGULARISATION 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 hereby apply for a Regularisation Certificate for unauthorised work carried out at the above property and have provided a description of the work, as required by the Building Regulations. I also certify that the work commenced on or after 1 October 1973 and that no previous application for approval under the Building Regulations has been made for that work.

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

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