



Health & Environmental Services
Building Control Service
5th Floor, 9 Lanyon Place,
Belfast BT1 3LP
Tel: (028) 9032 0202 Fax (028) 9043 8805



INVESTOR IN PEOPLE

BUILDING REGULATIONS APPLICATION
FULL PLAN SUBMISSION
DOMESTIC WORKS

For office use only

Plan Number:	
Date of Deposit:	
Assessor:	
Plan Fee:	£
Inspection Fee:	£
Purpose Group:	
INPUT	

1 Notice of intention to :

Please tick box Erect a building
 Make structural alterations/and extension to a building.
 Provide services or fittings in connection with a building.
 Make a material change of use to a building.

2 Applicant:
Surname: _____ Forenames: _____
Address: _____ Postcode: _____
Tel: _____ Fax: _____

3 Agent:
Surname: _____ Forenames: _____
Address: _____ Postcode: _____
Tel: _____ Fax: _____

4 Proposal:
Location/address: _____
Description of works: _____

5 Use of Building/Extension:
Existing Use: _____ Proposed Use: _____

6 Services: (State type)
Foul drainage: _____ Surface water: _____ Heating: _____ Water supply _____

7 Additional Information: Is the dwelling intended to be used as a House in Multiple Occupation ? **Yes/No**

8 Fees: If paying by Cheque; must be crossed and made payable to **Belfast City Council**.
N.B. If this is not the first application in relation to this Project, please state previous Plan No.

(1) New dwelling(s), housing, flats and maisonettes No. of Units Floor area
No. of Storeys No. of House Types:

(2) Extensions(s) (kitchen/garage/carport) Type: Floor Area:

(3) Other works (Estimate(s) must be enclosed) Total cost(s) £

PLAN FEES: New dwelling(s) £ _____ Extension(s) £ _____ Other works £ _____ **TOTAL £** _____

9 Signature: _____ **Date** _____

If you require assistance or have any queries regarding your applications please contact the Duty Surveyor. Tel (028) 9027 0432.
He/She will be pleased to advise and assist you.

Explanatory Notes:

1. Documentation required:

One copy of completed application form: and
Appropriate plan fee and estimated cost of works as necessary and;
Two copies of plans, and supporting information to facilitate plan assessment

2. Completion Certificates:

Building Regulations require district councils to issue completion certificates in appropriate circumstances.

A completion certificate may be issued where works carried out meet the technical requirements of the regulations, and the Council after taking reasonable action has been able to confirm that the works do comply with regulation requirements.

3. Fees:

(a) Extensions (kitchen/garage/roofs pace conversion etc).

Type of Work	Plan Fee	Insp. Fee
1. Detached garage 30 - 40 m ² (< 30 m ² exempt)	70.00	00.00
2. Unvented hot water system	50.00	00.00
3. Extensions up to 20 m ²	100.00	00.00
4. Extensions 20 - 40 m ²	50.00	100.00
5. Extensions 40 - 60 m ²	60.00	120.00
6. Roofspace conversions	60.00	120.00

(b) New domestic buildings (< 250 m², housing, flats, maisonettes up to 3 storeys.) - refer to Duty Surveyor or Fee Regulations.

(c) Other works (new heating appliances, replacing load bearing wall with steel beam.) - refer to Duty Surveyor or Fee Regulations.