



Health & Environmental Services
Building Control Service
5th Floor, 9 Lanyon Place,
Belfast BT1 3LP
Tel: 028 90320202 Fax 028 90438805



INVESTOR IN PEOPLE

BUILDING REGULATIONS		For office use only	
FULL PLAN SUBMISSION		Plan Number: _____	
NON-DOMESTIC WORKS		Date of Deposit: _____	
1 Notice of intention to :		Assessor: _____	
Please tick box	<input type="checkbox"/> Erect a building <input type="checkbox"/> Make structural alterations/and extension to a building. <input type="checkbox"/> Provide services or fittings in connection with a building. <input type="checkbox"/> Make a material change of use to a building.	Plan Fee: _____ £	
		Inspection Fee: _____ £	
		Purpose Group: _____	
		F.A.N.I. Liaison: Yes N/A	
		Licensing Liaison: Yes N/A	
		INPUT	
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 (see over):			
Is the building designated under the Fire Services (NI) Order ? Yes / No		Specify guidance used for Fire Safety design:	
On occupation will the building require a Fire Certificate ? Yes / No		(a) Means of escape: _____	
Please state the number of people employed on the premises:		(b) Escape/emergency lighting: _____	
Ground Floor _____ Other Floor(s) _____ TOTAL _____		(c) Fire detection system: _____	
On these premises is it intended to: provide entertainment, operate an amusement arcade, provide film exhibitions or store petroleum ?		(d) Fire alarms: _____	
If yes please indicate _____		(e) Signs/notices: _____	
		(f) Sprinklers: _____	
		(g) Other: _____	
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 _____	
Total estimated cost: £ _____		Plan fee £ _____	
9 Signature: _____ Date _____			

If you require assistance or have any queries regarding your applications please contact the Duty Surveyor. Tel (028) 90270432. 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
- Two copies of plans, and estimated costs of works where necessary and supporting information to facilitate plan assessment.
- Two additional copies of floor plans for proposals to premises designated or intended to be put to a designated use for the purposes of the Fire Services (NI) Order.

N.B. (Such plans to show compliance with the requirements of Part E (Fire safety) i.e. structural fire protection, means of escape provisions, fire detection and alarms, escape lighting, and facilities and access for the Fire Brigade)

Premises designated under the Fire Services (NI) Order 1984	Fire Certificate required where:
Hotels and Boarding Houses	Sleeping accommodation provided for more than 6 (inc. staff). Or if any sleeping accommodation exists above first floor or below ground floor
Factory, Offices and Shop premises	(a) More than 20 employed at any one time, or (b) More than 10 are so employed other than on the ground floor, or (c) Premises forms part of larger complex in this category, and where totals in complex exceed criteria of (a) and (b), or (d) In factories premises the use of or storage of explosives, highly flammable materials constitute additional risks.
Leisure Premises	Established, maintained and managed by a District Council, or Provision of entertainment, recreation or instruction secured by a University or College of instruction. N.B. Exceptions where swimming is sole activity, or small premises with limited facilities.
Betting, Gaming, Lotteries and Amusement Premises	Premises where licence required for: (a) Bookmaking office (b) Bingo club (c) Track betting licence (d) Amusement or pleasure permit

2. Fire Safety Liaison Between Building Control and Fire Brigade:

Procedures between Building Control and Fire Brigade, are agreed for premises designated or intended to be put to a designated use, with respect to fire safety provisions under Building Regulations and Fire Services (NI) Order.

With the exception of dwellings proposals for all other buildings, in the interests of consistency, should follow the procedure as if for designated premises.

Further information on this can be obtained from the respective authorities.

3. 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 comply with regulation requirements.