



Building Regulations Application Form FULL PLANS – Non-domestic Work		For office use only
1	Notice of intention to (Please tick the appropriate box or boxes): <input type="checkbox"/> Erect a building or buildings <input type="checkbox"/> Make structural alterations/and extension to a building/s <input type="checkbox"/> Provide/alter services or fittings in connection with a building/s <input type="checkbox"/> Make a material change of use to a building	
2	Applicant: First name(s): _____ Surname: _____ Address and postcode: _____ _____ Phone: _____ Email: _____	
3	Agent (if different from Applicant): First name(s): _____ Surname: _____ Company Name: _____ Address and postcode: _____ _____ Phone: _____ Email: _____	
4	Builder (include details if known and if different from Applicant or agent): Company Name: _____ Address and postcode: _____ _____ Phone: _____ Email: _____	
5	Property or site address and description of work (please attach additional sheets if required): Location address and postcode: _____ Is the site: Green-field (never previously developed)? <input type="checkbox"/> Brown-field (previously developed)? <input type="checkbox"/> Don't know <input type="checkbox"/> Description of work: _____ _____ _____	
6	Use of the building/extension: Existing Use: _____ Proposed Use: _____ On these premises, is it intended to provide entertainment, operate an amusement arcade, provide film exhibitions or dispense petroleum? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' please specify: _____ _____ Will the building be subject to a pavement café licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	

7	<p>Services:</p> <p>Is or will there be air-conditioning in the building? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' tell us the output _____ kW</p> <p>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 www.niwater.com/sewers/aspx for further advice.</p>							
8	<p>Specify the guidance used in the design of the following fire safety measures:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Means of escape:</td> <td style="width: 30%; padding: 5px;">External fire spread:</td> <td rowspan="3" style="width: 40%; padding: 5px; vertical-align: top;"> <p><i>Note: You must send us 2 additional copies of any plans marked up with fire safety information as we may need to send them to the Northern Ireland Fire and Rescue Service.</i></p> </td> </tr> <tr> <td style="padding: 5px;">Internal fire spread – Linings:</td> <td style="padding: 5px;">Facilities and access for the Fire and Rescue Service:</td> </tr> <tr> <td style="padding: 5px;">Internal fire spread – Structure:</td> <td></td> </tr> </table>	Means of escape:	External fire spread:	<p><i>Note: You must send us 2 additional copies of any plans marked up with fire safety information as we may need to send them to the Northern Ireland Fire and Rescue Service.</i></p>	Internal fire spread – Linings:	Facilities and access for the Fire and Rescue Service:	Internal fire spread – Structure:	
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Internal fire spread – Linings:	Facilities and access for the Fire and Rescue Service:							
Internal fire spread – Structure:								
9	<p>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):</p> <p style="text-align: right;">Total estimated construction cost £ <input style="width: 150px;" type="text"/></p> <p style="text-align: center;">(for all relevant work - please enclose a written estimate):</p> <p style="text-align: right;">PLAN FEE: £ <input style="width: 150px;" type="text"/></p> <p>Notes:</p> <p>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.</p> <p>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).</p>							
10	<p>Declaration:</p> <p>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.</p> <p>Signature: _____ Date _____</p> <p style="text-align: center;">Applicant / agent (please delete as appropriate)</p> <p><i>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.</i></p>							

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