

Making a building notice application for planned work to a domestic property

Revised July 2018

Building Regulations - Guidance note

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For further general information on building control and the types of applications, please see Guidance Note 1 - Building Control and the Building Regulations and Guidance Note 2 - Types of application you can make under the Building Regulations.

When can you use a building notice?

You can only make a building notice application for minor planned work to a single domestic property. For example:

- Removing a load-bearing wall or a chimney breast;
- Installing or altering a central heating system, heating appliance or flue; or
- Building a small extension to an existing home (for example a kitchen extension with a floor area of up to 10m²).

When can you not use a building notice?

You cannot use a building notice for:

- Building a new dwelling;
- Changing the use to a dwelling (for example converting a shop into a dwelling);
- Changing the use from a dwelling (for example converting a dwelling into flats);
- An extension where the floor area of the dwelling is increased by more than 10m²; or
- An extension that creates a new storey greater than 3m² in floor area and requires access by a stair (for example the conversion of a roof space into a bedroom).
- Any non-domestic work (for example work to shops or offices)

You must make a full plans application for these works (see Guidance Notes 3 & 5).

Building notice procedure

You can make the application yourself, or your agent (for example your architect, engineer or contractor) can do this for you. You must send us a filled in building notice application form and the correct fee. Either you or your agent must sign this form.

You must give a detailed description of the planned work on the building notice application form. You do not need to send us drawings, but we may ask you for more information if we need it.

A building notice application is valid for three years from the date we receive it. If the work is not started within three years, your application will become "of no effect". This means that you will not be able to use these plans if you want to carry out this work. Instead, you will need to submit a new application and fee. We will refund the building notice fee to you, less an administration charge, if you either withdraw the application within the three years or the application becomes 'of no effect'.

Although we do not formally assess any information you give us in a building notice application, we approve the work through inspections and on site assessment during the building process.

Fees

For a building notice, you must pay the full fee when you make your application. This is a one off payment. The fee for a building notice is the same as the combined plan and inspection fee for a full plans application.

Some types of work have a set fee, while the fee for other works are based on an estimated cost. More information on fees can be found at www.belfastcity.gov.uk/buildingcontrol/fees.aspx and www.buildingcontrol-ni.com/fees.



Belfast
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Inspecting the work

So that we can inspect the work as it is being carried out, you must contact us:

- When the work is about to start;
- At particular stages during the building process. These may include before covering structural elements or before covering sound insulation (our building control surveyor will tell you about these stages); and
- When the work is finished.

We may ask for additional documentation or information. We may also require or carry out tests to ensure conformity with the building regulations. We will send you a building notice completion certificate following a completion inspection, when we judge that the work is complete and, as far as can be ascertained by visual inspection, there are no contraventions of the building regulations. You should keep the completion certificate in a safe place, as you will need it if you sell the property in the future.

Note about other permission

As well as building regulation approval, you may also need planning permission. For more information on planning permission, contact Belfast Planning Service on 028 9050 0510, www.belfastcity.gov.uk/planning or email planning@belfastcity.gov.uk.

Further assistance

If you need any help or advice, please phone us on 028 9027 0650.

We have a surveyor on duty each afternoon (between 2pm-5pm on Monday-Thursday or 2pm-4:30pm on Friday) who can help with technical queries, if you phone us or come into our customer reception in The Cecil Ward Building.

There is also further information on our website: www.belfastcity.gov.uk/buildingcontrol.

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