

Building Regulations Application

ONE copy of this application form should be completed and sent to the appropriate Council

Nature of application (tick as appropriate)

Full Plans Submission
Complete Section A+D

Building Notice
Complete Section A+B+D

Regularisation Certificate
Complete Sections A+C+D



SECTION A - To be completed for all Applications.

Applicant's full name and address		Agent's name and address		Official Use	
Forename(s):		Name:		Received:	
Surname:		Address:		Ref. No.	
Address:		Town:		Plan Fee	
Town:		Postcode:		Inspection Fee	
Postcode:		Tel: Fax:		Receipt No.	
Tel: Fax:		Email:			
Email:					
Description of Works			Address / Location of site		
.....				
.....				
Total Proposed Floor Areas:.....sq.m.				
Use of Building / Extension			Services		
Proposed Use:			(a) Water Supply		
.....			(b) Heating		
.....			(c) Foul Sewage Disposal		
If an existing building, present use:.....			(d) Surface Water Disposal		

SECTION B - Additional Information for a Building Notice.

Please give a brief description of the materials to be used in the work.	For a new dwelling, or an extension:
.....	Number of Storeys:
.....	Floor area of new dwelling or extension
.....	Basement:sq. m.
.....	Ground Floor:sq. m.
.....	First Floor:sq. m.
.....	Second Floor:sq. m.
.....	Note
.....	You may be required to provide a site location map and show the position of the dwelling/extension in relation to the site boundaries.

SECTION C - Additional Information for Regularisation Certificate.

Description of Unauthorised Works

.....
.....
.....

Date on which the works were completed

Month _____ Year _____

SECTION D (Fees) - To be completed for all Applications.

PLAN FEES - calculation	Amount of Fee enclosed
Erection of _____ no. new dwellings/flats/maisonettes (area less than 250m ²) Number of different plan types _____	
Erection of a detached garage or carport not exceeding 40m ² (not exempt from Building Regulations)	
Installation of an unvented hot water system	
Extension or extensions of a dwelling not exceeding 20m ²	
Extension or extensions of a dwelling exceeding 20m ² but not exceeding 40m ²	
Extension or extensions of a dwelling exceeding 40m ² but not exceeding 60m ²	
Extension or alteration of a dwelling providing one or more rooms in the roofspace	
All other works requiring an estimated cost of works Estimated cost of building works £	
Erection of _____ no. new dwellings (area more than 250m ²) Estimated cost of building works £	
Total Fee £	

Works to an existing building for the sole benefit of a person with physical disabilities may be exempt from fees.

Is exemption from fees being claimed? Yes / No

N.B. If Yes: Documented proof of disability will be required for domestic applications.

I/We hereby submit this application under the Building Regulations (NI) 2000. This application should be accompanied by the appropriate fee. (Cheques should be made out to the Council to which this application is being submitted.) NOTE: Information provided as part of this application may be disclosed in response to a request under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Data Protection Act 1998: The Council, to which you have submitted this application form, collects the data for the purposes of the Building Regulations. This data may also be passed to other related Government Agencies. Signed: <i>Applicant / Agent</i> Date:	<i>For Council use only</i>
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N.B. Other statutory approvals may be required eg. planning approval, discharge consent, etc.