

Building Regulations Application

PLEASE USE BLOCK CAPITALS

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM

Type of Application (Tick as appropriate) Full Plans Building Notice Regularisation

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:		Ref. No.	
Address:		Address:		Plan Fee	
.....			Inspection Fee	
Town:		Town:		Receipt No.	
Postcode:		Postcode:			
Tel:		Tel:			
Fax:		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	
		(d) Surface Water Disposal	

If an existing building, state present use:

If an existing building, is it classified as listed or a protected building under the Relevant Planning Legislation.

Yes No

Additional Information

Which "Deemed to satisfy" standards were used for fire safety design:

SECTION B - Additional Information for a **Building Notice.**

Please give a brief description of any relevant materials, type of construction or services to be used in the proposed works.

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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 additional information as deemed necessary

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.

<p>It is an offence under Article 21 (1A) of The Building Regulations (Northern Ireland) Order 1979 as amended to make false or misleading statements or to recklessly give a notice or certificate with an application.</p> <p>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.</p> <p>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. (Data Protection Act 1998)</p> <p>I/We hereby submit this application under the Building Regulations (NI) 2000.</p> <p>Signed:</p> <p style="text-align: right;"><i>Applicant / Agent</i></p> <p>Date:</p>	<p><i>For Council use only</i></p>
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Building Regulations Application

Building Regulations (NI) Order 1979 as Amended

Building Regulations (Northern Ireland) 2000 as Amended

Guidance Notes

The application form is for Full Plans, Building Notice or Regularisation Certificate applications.

Please read the notes carefully before completing the form.

Fees

For Full Plans applications, the 'plan' fee should be sent with the application. This fee covers all of the work involved in checking and approving your application. You will be sent an invoice for the inspection fee after your project starts on site; this one-off payment covers the cost of all of the inspections carried out on your project together with the issuing of your Completion Certificate following the satisfactory completion of the project.

For Building Notice and Regularisation applications, the fee should be sent with the application.

This is a one-off payment and covers all checking and inspection work, together with the issuing of all certificates at the conclusion of the project. Please read the notes regarding fees overleaf.

Exemption from charges may be obtained where the works are solely for the benefit of persons with disabilities. If in doubt please contact the Council to which the application is being made.

Cheques should be made payable to the Council to which the application is being submitted.

Payments may also be possible by credit or debit card, please contact the Council to which you are making the application for further details.

Inspections

Please ensure that the Local Council Building Control Department to which you are making the application is informed when work is going to start and that an initial inspection is arranged. Further statutory inspections are required for us to see the various stages of work.

Completion Certificates

Following satisfactory completion of the work, and payment of all fees we will issue a Completion Certificate confirming that your project has been inspected and that it complies with the Building Regulations. You may need this when you wish to sell or re-mortgage your property.

Time Limits

A Full Plans submission or a Building Notice shall cease to have effect three years after it has been submitted to the local authority, unless the work has been commenced before the expiry of that period.

Further information and advice concerning the Building Regulations may be obtained during normal office hours from the Building Control Department in each of the Councils or on www.buildingcontrol-ni.com.

Persons carrying out building work or making a change of use of a building are reminded that Planning Permission may also be required and you should contact your Local Planning Department.

Other statutory approvals may also be required e.g. Discharge Consent, Historic / Protected Buildings Consent.

Where the application is submitted under a company "Trading As", please state Managing Director or Chief Executive name. Where the application is submitted under a club or other organisation name, please state the names of the responsible person/s.

Type of Application

On the form you will need to indicate which type of application you would like to submit.

Full Plans Applications (Complete Section A & D)

These are suitable for all types of building work. They should include a site location plan and sufficient detailed plans, specification and calculations to show that the works will comply with the Regulations. We will assess them and advise you of any changes or additional information required to meet the requirements of the Building Regulations. Building control surveyors inspect the work at various stages during construction. Two copies of the proposals are required, however there may be circumstances when additional copies of some plans will be required.

The Plan Fee should be sent with the application.

Building Notice Applications (Complete Sections A & B & D)

These are simplified means of applying for Building Regulations consent and are best suited to minor domestic work preferably carried out by a competent builder. They cannot be used for non domestic work.

The application should include the completed application form and, for a new building or extension, a site plan showing the building, the site boundaries and the drainage provisions.

Additional plans and information may be required and you will be notified separately if this is necessary.

The Building Notice fee should be sent with the application.

Regularisation Certificate Applications (Complete Sections A & C & D)

These are used to apply for retrospective Building Regulations approval for any previously unauthorised work carried out after 1st October 1973. As this type of application generally involves exposing work already carried out, it is suggested that you contact us to arrange for a site meeting.

Fees

Please read the notes regarding fees overleaf, this should enable you to determine the relevant charges for your project.

Other Information

Provision of Misleading Information, take note that it is an offence under Article 21 (1A) of the Building Regulations (Northern Ireland) Order 1979 as amended to make false or misleading statements or to recklessly give a notice or certificate with an application.

Extension of time

Only apply to Full Plans application

All Building Regulations Applications are processed and checked in the order in which they are received. An extension of time may be granted if required.

Stage Approvals

On larger projects by agreeing to your plans being passed in stages, it allows more flexibility in what we can approve as some details can be resolved as the project proceeds.

BUILDING CONTROL FEES

(with effect from 1st January 1998)

These notes are intended for guidance only. For full details and definitions, etc., refer to the Building (Prescribed Fees) Regulations (NI.) 1997. For full definitions of "exempt" developments refer to the Building Regulations (Northern Ireland) 2000. The guidance given here relates to the fees applicable to three types of application, viz: Full Plans Submissions, Building Notices and Applications for Regularisation Certificates.

FULL PLANS SUBMISSIONS

Fees are payable in two stages:

- (1) **The Plan Fee** - payable at the time of application.
- (2) **The Inspection Fee** - payable when invoiced by the Council, following commencement of inspections.

BUILDING NOTICES

The full fee is payable at the time of application. The Notices will not be treated as 'given' unless the correct fee has been paid, and where appropriate, an estimate of the cost of the relevant works has been submitted.

REGULARISATION CERTIFICATES

The full fee is payable at the time of application, and where appropriate, an estimate of the cost of the relevant works must be submitted.

Cheques should be made payable to the relevant Council, and crossed "A/c Payee only."

DOMESTIC BUILDINGS NOT EXCEEDING THREE STOREYS NO DWELLING EXCEEDING 250 sq m

ONE DWELLING:	Plan Fee	Inspection Fee	Building Notice Fee	Regularisation Fee
	£75	£175	£250	£300

TWO OR MORE DWELLINGS:

- Plan Fee - The sum of the amount shown in Col 2 of Table 1 relating to the number of dwelling plan types, plus the amount shown in Col 2 of Table 2 relating to the total number of dwellings in the scheme.
- Total Inspection Fee - The amount shown in Col 2 of Table 3, relating to the total number of dwellings in the scheme.
- Building Notice Fee - The sum of the amounts as calculated for Plan Fee and Total Inspection Fee above.
- Regularisation Fee - 120% of the sum of the amounts as calculated for Plan Fee and Total Inspection

Table 1		Table 2		Table 3	
(1)	(2)	(1)	(2)	(1)	(2)
Number of Plan Types	Dwelling Type Plan Fee (£)	Number of Dwellings	Additional Plan Fee (£)	Number of Dwellings	Inspection Fee (£)
1	75				
2	140	2	40	2	340
3	205	3	80	3	505
4	270	4	120	4	670
5	335	5	160	5	835
6	400	6	190	6	985
7	465	7	220	7	1,135
8	530	8	250	8	1,285
9	595	9	280	9	1,435
10	660	10	310	10	1,585
11	725	11	330	11	1,710
12	790	12	350	12	1,835
13	855	13	370	13	1,960
14	920	14	390	14	2,085
15	985	15	410	15	2,210
16	1,050	16	430	16	2,335
17	1,115	17	450	17	2,460
18	1,180	18	470	18	2,585
19	1,245	19	490	19	2,710
20	1,310	20	510	20	2,835
plus £65 for each plan type in excess of 20		plus £10 for each additional dwelling in excess of 20		plus £100 for each dwelling in excess of 20	

Extension and alterations

	Plan Fee	Inspection Fee	Building Notice Fee	Regularisation Fee
Installing insulation in an existing cavity wall	Nil	Nil	Nil	Nil
Installing an unvented hot water system where is it not part of a larger project	£50	Nil	£50	£60
Domestic porches Exempt, if their floor area is no more than 30 sq m Others, if their floor area is no more than 40 sq m Floor area between 40 and 60 sq m	Nil £50 £60	Nil £100 £120	Nil £150 £180	Nil £180 £216
Extensions to domestic buildings Floor area no more than 20 sq m Floor area between 20 and 40 sq m Floor area between 40 and 60 sq m	£100 £50 £60	Nil £100 £120	£100 £150 £180	£120 £180 £216

Roofspace/loft conversion in domestic dwellings

Converting a loft into one or more rooms, including access to the loft	£60	£120	£180	£216
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Attached garages *See 'Extensions to domestic buildings'*

Attached carports Exempt, if their floor area is no more than 30 sq m and they are open on at least two sides Others, if their floor area is no more than 60 sq m <i>See 'Extensions to domestic buildings'</i>	Nil	Nil	Nil	Nil
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Detached carports and garages Exempt, if their floor area is no more than 15 sq m and they are more than 1m from any dwelling. Exempt, if their floor area is no more than 30 sq m and they are either substantially non combustible, or more than 1m from any dwelling, road or boundary Others, if their floor area is no more than 40 sq m	Nil £70	Nil Nil	Nil £70	Nil £84
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Work not included in the previous categories

For all other types of work, we will need a written estimate of the total cost of the work (not including VAT).

Also, if you have included more than one building in your application, we will need separate estimates for each building.

Estimated Cost	Plan Fee	Inspection Fee	Building Notice Fee	Regularisation Fee
Not more than £2,000 in total	£60	Nil	£60	£72
More than £2,000 but not more than £5,000	£150	Nil	£150	£180
More than £5,000 but not more than £20,000 together with	£37.50 £2.50	£112.50 £7.50	£150 £10.00	£180 £12.00
More than £20,000 for each £1,000 (or part of it) by which the cost goes over £5,000. but not more than £100,000 together with	£75.00 £2.00	£225 £6.00	£300 £8.00	£360 £9.60
More than £100,000 for each £1,000 (or part of it) by which the cost goes over £20,000. but not more than £1,000,000 together with	£235 £1.25	£705 £3.75	£940 £5.00	£1,128 £6.00
More than £1,000,000 for each £1,000 (or part of it) by which the cost goes over £100,000. but not more than £10,000,000 together with	£1,360 £0.88	£4,080 £2.62	£5,440 £3.50	£6,528 £4.20
More than £10,000,000 for each £1,000 (or part of it) by which the cost goes over £1,000,000. together with	£9,235 £0.75	£27,705 £2.25	£36,940 £3.00	£44,328 £3.60
More than £10,000,000 for each £1,000 (or part of it) by which the cost goes over £10,000,000.				

Example 1

Kitchen extension with a floor area of 12 sq m, converting the loft into a bedroom, and new window and door openings in the existing structure.

	Plan Fee	Inspection Fee	Building Notice Fee	Regularisation Fee
12 sq m kitchen extension – fixed fee:	£100.00	Nil	£100.00	£120.00
Room in loft and access to it – fixed fee:	£60.00	£120.00	£180.00	£216.00
Other works- estimated cost of £7,000 - £5,000 :	£37.50	£112.50	£150.00	£180.00:
+ £2,000	£5.00	£15.00	£20.00	£24.00
Total fees:	£5.00	£15.00	£20.00	£24.00

Example 2: Two terraces of five dwellings each. Block 1 consists of dwelling types A and B, and block 2 consists of types A, C and D.

Plan fee:	4 plan types	£270	Inspection fee:	10 dwellings	£1,585
	10 dwellings	<u>£310</u>			
		£580			
Building notice fee:	Total of plan fee	£580	Regularisation fee:	notice fee	£2,165
	and inspection fee	<u>£1,585</u>		<u>x 1.2</u>	
		£2,165			£2,598