

# 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 Sections A+B+D

Regularisation  
Certificate

Complete Sections A+C+D



NOTE: This application form can be completed, downloaded and printed from the Building Control Website: [www.buildingcontrol.org](http://www.buildingcontrol.org)

## SECTION A - To be completed for all Applications.

		Official Use
<b>Applicant's full name and address</b>	<b>Agent's name and address</b>	Received:
Forename(s): .....	Name: .....	Ref. No.
Surname: .....	.....	Plan Fee
Address: .....	Address: .....	Inspection Fee
.....	.....	Receipt No.
Town: .....	Town: .....	
Postcode: .....	Postcode: .....	
Tel: ..... Fax: .....	Tel: ..... Fax: .....	

### Description of Works

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

### Address / location of site

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

### Use of Building / Extension

Proposed Use: .....  
 .....  
 If an existing building, present use: .....

### Services

(a) Water Supply .....  
 (b) Heating .....  
 (c) Foul Sewage Disposal .....  
 (d) Surface Water Disposal .....

## SECTION B - Additional Information for a Building Notice

<p><b>Please give a brief description of the materials to be used in the work.</b></p> <p>.....                      .....                      .....                      .....                      .....                      .....</p>	<p><b>For a new dwelling, or an extension:</b></p> <p>Number of Storeys: .....</p> <p><b>Floor area of:</b></p> <p>Basement: ..... sq. m.                      Ground Floor: ..... sq. m.                      First Floor: ..... sq. m.                      Second Floor: ..... sq. m.</p> <p><b>Note</b>                      It would be helpful if a site plan could be provided to show the position of the dwelling/extension in relation to the site boundaries.</p>
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**SECTION C - Additional Information for Regularisation Certificate.**

Description of Unauthorised Works

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**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 <sup>2</sup> ) Number of different plan types _____	
Erection of a detached garage or carport not exceeding 40m <sup>2</sup> (not exempt from Building Regulations)	
Installation of an unvented hot water system	
Extension or alteration of a dwelling not exceeding 20m <sup>2</sup>	
Extension or alteration of a dwelling exceeding 20m <sup>2</sup> but not exceeding 40m <sup>2</sup>	
Extension or alteration of a dwelling exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	
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 £ <input type="text"/>	
Erection of _____ no. new dwellings (area more than 250m <sup>2</sup> ) Estimated cost of building works £ <input type="text"/>	
<b>NOTE: A useful fee calculator can be found on the Building Control website: <a href="http://www.buildingcontrol.org">www.buildingcontrol.org</a></b>	<b>Total Fee £</b>

**Work 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

<p><b>I/We hereby submit this application under the Building Regulations (NI) 2000.</b></p> <p><b>This application is accompanied by the appropriate fee. (Cheques should be made out to the District Council to which the application is being made.)</b></p> <p><b>Signed:</b> .....</p> <p align="right"><i>Applicant / Agent</i></p> <p><b>Date:</b> .....</p>	<p><i>For Council Use Only</i></p>
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