

Type of Application
(Please tick)

FULL PLANS
*Complete Section
1, 2, 5 & 6*

BUILDING NOTICE
*Complete Section
1, 3, 5 & 6*

REGULARISATION
*Complete Section
1, 4, 5 & 6*

PLEASE USE BLOCK CAPITALS

SECTION 1 – To be completed for all Applications

APPLICANT'S DETAILS

Forename(s): _____

Surname: _____

Company Name: _____

Address: _____

Townland: _____

Town: _____

Postcode: _____

Tel: _____

Mob: _____

Email: _____

AGENT'S DETAILS *(If Applicable)*

Forename(s): _____

Surname: _____

Company Name: _____

Address: _____

Townland: _____

Town: _____

Postcode: _____

Tel: _____

Mob: _____

Email: _____

Official Use

Received:

Ref No:

Plan Fee:

Insp. Fee:

Receipt No:

DETAILED DESCRIPTION OF WORKS

Note: A Building Notice Application **cannot be made** for Extensions over 10m², Roofspace Conversions over 3m², New Build Dwellings or Commercial works. If unsure, please do not hesitate to contact the office on 028 90 340140 or visit www.buildingcontrolni.com

ADDRESS/LOCATION OF SITE

(If different from Applicant's Details)

Address: _____

Townland: _____ Town: _____

Postcode: _____

SECTION 2 – To be completed for Full Plans Applications ONLY

USE OF BUILDING

Proposed Use: _____ Existing Use (If different) _____

Is it your intention to apply to have the sewers adopted under Article 161 of the Water & Sewerage Services (NI) Order 2006?

For Commercial Applications:

Is The Building Intended to be subject to an Entertainment Licence?

Is The Building intended to be subject to a Pavement Café Licence?

Is it intended that food will be served in The Building?

Has a Site Investigation been carried out?

AIR CONDITIONING SYSTEM

Is there an existing/proposed air conditioning system with an effective rated output of more than 12 KW? YES NO

If Yes, provide details of Type _____ Rating _____ Date Installed _____

ADDITIONAL INFORMATION (If Applicable)

Planning Reference Number _____ F / RM / O (Circle as appropriate)

SECTION 3 – To be completed for Building Notice Applications ONLY

FOR AN EXTENSION

Internal floor area of new extension: _____ m²

Note: Must be less than 10m² for ground floor extension (a garage conversion is deemed an extension) or 3m² for roofspace conversion. If unsure, please do not hesitate to contact the Antrim and Newtownabbey Borough Council Building Control on 028 90 340140 or visit www.buildingcontrolni.com
You may be required to provide additional information as deemed necessary

SECTION 4 – To be completed for Regularisation Applications ONLY

DATE ON WHICH THE WORKS WERE COMPLETED

Month: _____

Year: _____

Note: You may be required to provide additional information as deemed necessary

SECTION 5 (Fees) – To be completed for all Applications

PLAN FEES - calculation		Amount of Fee enclosed
1	Erection of _____no. new dwellings/flats/maisonettes (area less than 250m ²) Number of different plan types_____	
2	Erection of a detached garage or carport not exceeding 40m ² (not exempt from Building Regulations)	
3	Installation of an unvented hot water system	
4	Extension or extensions of a dwelling not exceeding 20m ²	
5	Extension or extensions of a dwelling exceeding 20m ² but not exceeding 40m ²	
6	Extension or extensions of a dwelling exceeding 40m ² but not exceeding 60m ²	
7	Extension or alteration of a dwelling providing one or more rooms in the roofspace	
8	Replacement of an existing combustion appliance in a dwelling <i>(This includes replacement boiler, change of boiler type, or provision of stove/gas fire in an existing fire recess)</i>	
9	Installation or extension of a heating system in a dwelling <i>(This includes installation of a free standing stove – not in an existing fire recess)</i>	
10	Installation of a Microgeneration Technology in or on an existing dwelling	
11	All other works requiring an estimated cost of works Estimated cost of building works £	
12	Erection of _____no. new dwellings (area more than 250m ²) Estimated cost of building works £	
TOTAL FEE £		

ADDITIONAL FEE INFORMATION

To assist in submitting the correct plan fee, there is a fee calculator available on the Building Control Website. www.buildingcontrol-ni.com or contact the Building Control Department for advice.

FEE EXEMPTION

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**

Note: If yes documented proof of disability will be required for domestic applications.

SECTION 6 – To be completed for all Applications

Advisory Notes and Declaration

- It is an offence under Article 21 1(A) 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.
- 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.
- The Council to which you are submitting this application form, collects data for the purposes of the management and application of the Building Regulations. This data may also be passed on to other related Government Agencies and to other Council Departments.
- The Water and Sewerage Services (Northern Ireland) Order 2006 as amended by the Water and Sewerage Services Act (Northern Ireland) 2016, requires any person proposing to connect 2 or more properties drainage systems to a public sewer to obtain written approval to connect, on the basis of a mandatory sewer adoption agreement (Article 161) issued and authorised by Northern Ireland Water, prior to any connections being made. See <http://www.niwater.com/sewers.aspx> for further advice.

I/we hereby submit this application under the Building Regulations (Northern Ireland) 2012 (as amended)

Signed _____ **Applicant/Agent**

Dated _____

Privacy Statement

We are collecting information from you for the purposes of administering and enforcing Building Regulations. Our lawful basis is 6(1)(c) – processing necessary for compliance with a legal obligation. This is in accordance with the following legislation, the Building Regulations (Northern Ireland) Order 1979, the Building Regulations (Northern Ireland) 2012 (as amended), the Buildings (Prescribed Fees) Regulations (Northern Ireland) 1997 (as amended) and the Rates (Northern Ireland) Order 1977. Information collected may be shared with other Council sections and Government agencies. Information will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Data Protection Officer
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB
T: 028 94 463113
E: DPO@antrimandnewtownabbey.gov.uk