

**Office Use Only**

Received Date	<input type="text"/>		Reference No.	<input type="text"/>
Plan Fee Submitted	£ <input type="text"/>	Inspection Fee	£ <input type="text"/>	Receipt No.
Payment Type	<input type="checkbox"/> Debit/Credit	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	Cheque No.

**1 Application Type & Description of works (Please tick)**

FULL PLANS <input type="checkbox"/>	BUILDING NOTICE <input type="checkbox"/>	REGULARISATION <input type="checkbox"/>
Erect a Building <input type="checkbox"/>		Erected a Building <input type="checkbox"/>
Make structural alterations and/or extensions to a building <input type="checkbox"/>	Make structural alterations to a dwelling <input type="checkbox"/>	Made structural alterations to a building/dwelling <input type="checkbox"/>
Loft Conversion over 3m <sup>2</sup> <input type="checkbox"/>	Extend a dwelling not exceeding 10m <sup>2</sup> <input type="checkbox"/>	Extended a Building <input type="checkbox"/>
Make a material change of use to a building <input type="checkbox"/>		Made a material change of use to a building <input type="checkbox"/>
Provide services or fittings in connection with a building including non-domestic microgeneration technologies <input type="checkbox"/>	Provide/replace services or fittings in connection with a dwelling e.g. heating appliance/heating system/unvented HW system <input type="checkbox"/>	Provided/replaced services or fittings in connection with a building/dwelling e.g. heating appliance/heating system/unvented HW system <input type="checkbox"/>
	Make thermal renovations to a dwelling <input type="checkbox"/>	Made Thermal renovations to a building/dwelling <input type="checkbox"/>
	Installation of a Microgeneration Technology in or on an existing dwelling <input type="checkbox"/>	Installation of a microgeneration technology in or on an existing building <input type="checkbox"/>
Other works:		<input type="checkbox"/>

**2 Applicant Details**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Townland: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**3 Agent Details (if Applicable)**

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Townland: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**4 Details of Works/Change of Use** *(delete as appropriate)*

**Detailed Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Address/Location of Site**  
*(If different to Applicants address)* \_\_\_\_\_  
 \_\_\_\_\_

**Townland:** \_\_\_\_\_ **Town:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

*(For Full Plans Submissions Only)*      **Is the site considered**    Greenfield or    Brownfield

*(For Building Notice Applications Only)*      **Internal floor area of new extension:**  m<sup>2</sup>

*(For Regularisation Applications Only)*      **Date works completed:**  /  /

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

**5 Use of Building**

Proposed Use: \_\_\_\_\_ Current Use: \_\_\_\_\_

Water supply – To comply with The Water (Water Fittings) Regulations (NI)2009       Yes    No

Heating \_\_\_\_\_

Foul Sewage Disposal \_\_\_\_\_

Surface Water Disposal \_\_\_\_\_

Is it your intention to apply to have the sewers adopted under Article 161 of the Water & Sewerage Services (NI) Order 2006?       Yes    No

If existing, is the building classified as ‘listed’ or a ‘protected building’ under the relevant Planning Legislation?       Yes    No

Is the building intended to be subject to an Entertainment Licence?       Yes    No

Is the building intended to be subject to a Pavement Café Licence?       Yes    No

Is it intended that food will be served in the building?       Yes    No

Has a Site Investigation Report been produced? (If Yes, please enclose a copy).       Yes    No

**6 Additional Information** *(if applicable)*

It is presumed that the Department of Finance Technical Booklets were used as guidance for the design. If not, then please list documents which are referred to. E.g. if TBE was not used for the fire safety design, which technical standard was used?  
 \_\_\_\_\_

**Air Conditioning system** *(if applicable)*

Is there an existing/proposed air conditioning system with effective rated output >12kW?       Yes    No

If Yes, provide details of Type, Rating and Date Installed \_\_\_\_\_

**Planning Reference**       /  /       **F / RM / O** *(Circle as appropriate)*  
*(if applicable)*

**BC Pre-Application Reference**       /   
*(if applicable)*

7 Planned works		Fee Enclosed	
1	Installation of insulation in an existing cavity wall	Nil	
2	*Installation of unvented hot water system		
3	Domestic porches	Floor area >5m <sup>2</sup> not exceeding 20m <sup>2</sup> Floor area between 20m <sup>2</sup> and 40m <sup>2</sup> Floor area between 40m <sup>2</sup> and 60m <sup>2</sup>	
4	Extensions to domestic buildings	Floor area not exceeding 20m <sup>2</sup> Floor area exceeding 20m <sup>2</sup> but not exceeding 40m <sup>2</sup> Floor area exceeding 40m <sup>2</sup> but not exceeding 60m <sup>2</sup>	
5	Attached garages	Floor area not exceeding 20m <sup>2</sup> Floor area between 20m <sup>2</sup> and 40m <sup>2</sup> Floor area between 40m <sup>2</sup> and 60m <sup>2</sup>	
6	Attached carports	Not exceeding 30m <sup>2</sup> and open on at least 2 sides Not exceeding 40m <sup>2</sup> Not exceeding 60m <sup>2</sup>	Exempt
7	Small detached buildings (e.g. Store, carport, garage etc.)	Not exceeding 15m <sup>2</sup> and not less than 1m from any dwelling with no sleeping accommodation	Exempt
		OR Not exceeding 30m <sup>2</sup> and either substantially non-combustible, or not less than 1m from any dwelling, road or boundary with no sleeping accommodation	Exempt
	OR Others, not exceeding 40m <sup>2</sup>		
8	Provision of one or more rooms in a roof space, including any means of access thereto		
9	*Replacement of an existing combustion appliance		
10	*Installation or extension of a heating system		
11	Installation of a microgeneration technology		
12	Erection of domestic dwellings/flats/maisonettes <250 m <sup>2</sup> and not exceeding 3 storeys	Number of Dwellings _____ Number of Plan types _____	
13	Estimated cost of works £ <input type="text"/>		
	For all other types of work a written estimate of the total cost of the work, exclusive of VAT, is required. In addition if more than one building is included in the application, separate estimates are required for each building and separate fees calculated accordingly.		
14	Erection of Dwelling(s) >250 m <sup>2</sup> Estimated cost of Works £ <input type="text"/>	Number of Dwellings _____	
<b>Total Fee £</b>			

\*If you make an application for a combination of these works at the same time and if the installation is not part of a larger project only one plan fee, building notice or regularisation fee shall be payable

## 8 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](http://www.buildingcontrol-ni.com) or contact your local Building Control Department for advice. Cheques should be made payable to **Causeway Coast and Glens Borough Council**

### Fee Exemption

Works to an existing building for the sole benefit of a person with physical disabilities may be exempt from fees. Is an exemption from fees being claimed?  
(N.B. Documented proof of disability will be required)

Yes  No

## 9 Privacy Statement

As a public authority, Council takes your rights and freedoms seriously.

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 (Land and Property Services, N I Fire and Rescue Service).

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.

Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found at:

<https://www.causewaycoastandglens.gov.uk/council/access-to-information/privacy-statement>

## 10 Advisory Notes

- 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.

## 11 Declaration

All Full plan applications should be accompanied by particulars, so far as necessary, to show that the building complies with the requirements of the Building Regulations, as follows:

**DOMESTIC – 2 sets**

**NON-DOMESTIC – 4 sets**

Please note, additional information may also be requested for Building Notice and Regularisation applications where it is considered necessary for the purposes of examining the proposal.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant/Agent