**Building Regulations**

**Applications**

PLEASE USE BLOCK CAPITALS

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM

One copy of this form should be sent to the appropriate Building Control Office (addresses overleaf) Ballymena  Carrickfergus

**Type of Application FULL PLANS  BUILDING NOTICE  REGULARISATION**

Tick as appropriate Complete Section Complete Section Complete Section

A, D and E A, B, D and E A, C, D and E

**Section A** – To be completed for **all Applications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant’s** name and address | | **Agent’s** name and address | | **Official Use** |
| Name |  | Name |  | Received:  Ref No:  Plan Fee:  Inspection Fee:  Receipt No: |
|  |  |
| Address |  | Address |  |
|  |  |
|  |  |
| Townland |  | Townland |  |
| Town |  | Town |  |
| Postcode |  | Postcode |  |
| Tel: |  | Tel: |  |
| Mob: |  | Mob: |  |
| Email: |  | Email: |  |

|  |  |
| --- | --- |
| **Description of Works:** | **Address/Location of site**  (include townland locality & postcode) |
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|  |  |
|  |  |
| **Total Proposed Floor Areas: sq.m.** | **Services:** |
| **Use of building / Extension**  Proposed Use: | (a) Water Supply Yes  No  To comply with The Water (Water Fittings)  Regulations (NI) 2009 |
|  |
|  | (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 | |

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| **Additional Information** |
| Is it your intention to apply to have the sewers adopted under Article 161 of The Water & Sewerage Services (NI) Order 2006? Yes  No |
| Has the application been made? Yes  No  If yes, please state the reference number: |
| **Air Conditioning System** |
| Is there an existing/proposed Air Conditioning System with an effective rated output of more than 12KW Yes  No |
| If yes, please give details below |
| Type of A/C: |
| Rating: |
| Date of installation: |

**Section A contd.** – To be completed for **all Applications**

**Section B – Additional Information for a Building Notice**

**(Small Domestic Works only)**

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| 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 an extension or alteration:**  **Floor area of new extension sq.m.** |
| **Note:**  Must be less than 10 m2 for ground floor extension or 3 m2 for 1st floor extension. Contact your local Building Control Department for further information. (You may be required to provide additional information as deemed necessary) |

**Section C – Additional Information for Regularisation Certificate**

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| **Description of Unauthorised Works** | **Date of which the**  **works were completed** |
|  | **Month** |
|  |
|  | **Year** |
|  |
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**Section D (FEES) – To be completed for all Applications**

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| **PLAN FEES – calculation** | **Amount of Fee enclosed** |
| **1** Erection of \_\_\_\_\_\_\_ no. new dwellings/flats/maisonettes (area less than 250m2) Number of different plan types \_\_\_\_\_\_\_ |  |
| **2** Erection of a detached garage or carport not exceeding 40m2  (not exempt from Building Regulations) |  |
| **3** Installation of an unvented hot water system |  |
| **4** Extension or extensions of a dwelling not exceeding 20m2 |  |
| **5** Extension or extensions of a dwelling exceeding 20m2 but not exceeding 40m2 |  |
| **6** Extension or extensions of a dwelling exceeding 40m2 but not exceeding 60m2 |  |
| **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 |  |
| **9** Installation or extension of a heating system in a dwelling |  |
| **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 250m2) Estimated cost of building works £ |  |
| **Cheques should be payable to ‘Mid and East Antrim Borough Council’ Total Fee £** |  |

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| For fee costs please contact your local Building Control Department.  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  NB. If yes: Documented proof of disability will be required for domestic applications |

**Section E – (Declaration) To be completed for all applications**

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| * 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 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 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. See attached privacy notice.   I/We hereby submit this application under the Building Regulations (NI) 2012. | For Council use only |
| Signed:  **Applicant/Agent** |
| Date: |

**Building Control Contact Addresses:**

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| --- | --- |
| **Ballymena Office**  4 Wellington Court  Ballymena  BT43 6EQ  Tel: 028 2563 3346 | **Carrickfergus Office**  Museum & Civic Centre  11 Antrim Street  Carrickfergus  BT38 7DG  Tel: 028 9335 8347 |

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| NB: Other statutory approvals may be required eg. Planning Approval, Discharge Consent etc.  For details of relevant Council Building Control Departments, contact your local Council or alternatively go to www.buildingcontrol-ni.com |

**Data Protection**

You are providing your personal data to a Council, a Data Controller under the Data Protection Act 2018. We are processing your information under the lawful basis of the publics task, in exercising our obligations under The Building Regulations (Northern Ireland) Order 1979 (as amended), The Building Regulations (Northern Ireland) 2012 (as amended) and The Local Government (Miscellaneous Provisions) (NI) Order 1995.

Information collected may be shared with other Council sections eg: Environmental Health and Planning, and Government agencies eg: Land and Property Services and Northern Ireland Fire and Rescue Service. Information will not be transferred to countries outside the EEA. 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 and will be disposed of securely when no longer required.

For more information about how your data will be used, you can access the Council’s Privacy Notice at <https://www.midandeastantrim.gov.uk/privacy-notice>.

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 on you that we process is incorrect, you can request to see this information and 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.

If you are not satisfied with our response, or believe we are not processing your personal in accordance with the law, you can complain to the Information Commissioner’s Office (ICO).