

# 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 Section A+B+D

**Regularisation Certificate**   
Complete Sections A+C+D



## 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: ..... Fax: .....		Tel: ..... Fax: .....		

Description of Works	Address / location of site
.....	.....
.....	.....
.....	.....
<b>Use of Building / Extension</b>	<b>Services</b>
Proposed Use: .....	(a) Water Supply .....
.....	(b) Heating .....
If an existing building, present use: .....	(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>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</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.</p> <p>Ground Floor: ..... sq. m.</p> <p>First Floor: ..... sq. m.</p> <p>Second Floor: ..... sq. m.</p> <p><b>Note</b></p> <p>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**

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

**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	
Erection of _____ no. new dwellings (area more than 250m <sup>2</sup> ) £ Estimated cost of building works	
<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 should be accompanied by the appropriate fee. (Cheques should be made out to the Council to which this application is being submitted.)</b></p> <p><b>Signed:</b> .....</p> <p style="text-align: right;"><i>Applicant / Agent</i></p> <p><b>Date:</b> .....</p>	<p><i>For Council use only</i></p>
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