

Derry City & Strabane District Council

Building Regulations Application



PLEASE USE BLOCK CAPITALS.
PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM.

OFFICE USE

Received	Ref No.	Plan Fee	Inspection Fee	Receipt No.	Cheque No.

Payment type Card Cash Cheque Bank By:

Type of Application (Tick as appropriate)

Full Plans Complete section **A D E**
 Building Notice Complete section **A B D E**
 Regularisation Complete section **A C D E**

SECTION A To be completed for all Applications

Applicant's name & address

Company:

Forename(s):

Surname:

Address:

Townland:

Town:

Postcode:

Tel:

Mobile:

Email:

Agent's name & address

Company:

Forename(s):

Surname:

Address:

Townland:

Town:

Postcode:

Tel:

Mobile:

Email:

Address/Location of site Include townland locality & postcode

Address:

Townland:

Town:

Postcode:

Description of Works

Is the building considered **Greenfield** **Brownfield**

Total Proposed Floor Areas: sq.m

Current Use of Building/Extension:

Proposed Use of Building/Extension:

Services

Water Supply

To comply with The Water
(Water Fittings) Regulations (NI) 2009

Heating

Foul Sewage Disposal

Surface Water Disposal

Additional information

If an existing building, is it 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

Has a site investigation been carried out? Yes No

If 'Yes', please enclose a copy of report with your application where available.

Please provide a **Planning reference number** (if applicable):

If the current Department of Finance and Personnel guidance booklets are not being used to satisfy the requirements of certain Building Regulations, then please list documents which are being referred to. For example, which technical standards were used for fire safety design if not Technical Booklet E?

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 of type of A/C system, rating and date of installation:

SECTION B Additional Information for a **Building Notice** (Small Domestic Works only)

Please give a brief description of any relevant materials, type of construction or services to be used in the proposed works.

For an extension or alteration

Floor area of new extension: sq. m.

NOTE: Must be less than 10m² for ground floor extension or 3m² 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**

Description of **Unauthorised** Works:

Date on which the works were completed: Month: Year:

SECTION D **Fees.** To be completed for **all Applications**

Plan Fees • Fee calculator is available at www.buildingcontrol-ni.com/fees **Amount enclosed**

1	Erection of <input type="text"/> no. new dwellings/flats/maisonettes (area less than 250m ²) Number of different plan types <input type="text"/>	<input type="text"/>
2	Erection of a detached garage or carport not exceeding 40m ² (not exempt from Building Regulations)	<input type="text"/>
3	Installation of an unvented hot water system	<input type="text"/>
4	Extension or extensions of a dwelling not exceeding 20m ²	<input type="text"/>
5	Extension or extensions of a dwelling exceeding 20m ² but not exceeding 40m ²	<input type="text"/>
6	Extension or extensions of a dwelling exceeding 40m ² but not exceeding 60m ²	<input type="text"/>
7	Extension or alteration of a dwelling providing one or more rooms in the roofspace	<input type="text"/>
8	Replacement of an existing combustion appliance in a dwelling	<input type="text"/>
9	Installation or extension of a heating system in a dwelling	<input type="text"/>
10	Installation of a Microgeneration Technology in or on an existing dwelling	<input type="text"/>

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 £

A written estimate should be enclosed with this application.

Total Fee £:

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

NB. If 'Yes': Documented proof of disability will be required for domestic applications.

SECTION E To be completed for **all applications**

Privacy Notice

Derry City and Strabane District Council takes its data protection responsibilities very seriously. It takes care to ensure that any personal information supplied to it is dealt with in a way that complies with the General Data Protection Regulations and the new Data Protection Act 2018.

The Council has a legal duty to provide certain public services/tasks and, to this end, may use the information you have provided to do so.

The information you supply will principally be processed for the purpose for which it has been provided. If it is being used for any other purpose you will be informed and your explicit consent will be sought if required (sometimes the law allows us to use it for other legitimate purposes).

Derry City and Strabane District Council will:

- only use your information to carry out its statutory duties or tasks in the public interest
- only ask for what information is absolutely necessary to allow it to carry out its duties
- only use your information for the purpose that you provided it for (we cannot normally use it for anything else without your permission)
- provide you with sufficient information to make a choice when your consent is required and only use it if you have clearly "opted-in"
- store and maintain your personal information only for as long as it is required
- store and maintain your personal information in a secure manner
- dispose of your information if you ask us to do so (and we no longer need to keep it) and in line with Council's Retention and Disposal Schedule

Derry City and Strabane District Council collects the 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, to other Council Departments E.g. Planning, Environmental Health and other legal agents in response to requests for property certificates. Information in relation to the application will also be published in publically available Council reports.

For additional information refer to Council's website where the Privacy Notice can be obtained at the following link: <http://www.derrystrabane.com/Footer/Privacy-Policy>

Advisory Notes and Declaration

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 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 Environmental Information Regulations 2004.

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 www.niwater.com/sewers for further advice.

Other statutory approvals may be required e.g. Planning Approval, Discharge Consent or Building over a public sewer or drain etc.

I/We hereby submit this application under The Building Regulations (Northern Ireland) 2012.

Signed:

Applicant or Agent

Date:

Derry City & Strabane District Council

Derry Office

98 Strand Road
Derry, BT48 7NN

Strabane Office

47 Derry Road
Strabane
Tyrone, BT82 8DY

Tel: (028) 7125 3253