



Comhairle Ceantair  
**an Iúir, Mhúrn  
agus an Dúin**  
Newry, Mourne  
and Down  
District Council

# Building Regulations Application

## Building Notice Submission



<b>Office Use Only</b>	
Received Date	/ / 2
Reference No.	/ 2 /
Fee Submitted	£
Receipt No.	
Payment Type	<input type="checkbox"/> Debit/Credit <input type="checkbox"/> Cash <input type="checkbox"/> Cheque
Cheque No.	

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### Application

Description of works that have been carried out

- ☐ Make structural alterations to a dwelling
- ☐ Extend a dwelling not exceeding 10m<sup>2</sup>
- ☐ Loft Conversion of a dwelling not exceeding 3m<sup>2</sup>
- ☐ Provide/replace services or fittings in connection with a dwelling e.g. heating appliance/heating system/unvented hot water system
- ☐ Make thermal renovations to a dwelling
- ☐ Installation of a Microgeneration Technology in or on an existing dwelling

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### Applicant Details

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Townland: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

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### Agent Details (if Applicable)

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Townland: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

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### Details of Works

Address/Location of Site (If different to Applicants address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Townland: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_  
Detailed Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Additional Information (if applicable)

Planning Reference Number  /  /  ☐ F ☐ RM ☐ O (circle as appropriate)

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

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## Fees

## Amount Enclosed

Extension of a dwelling not exceeding 10m <sup>2</sup>	
Roof space conversion to a dwelling not exceeding 3m <sup>2</sup>	
Provide/replace services or fittings in connection with a dwelling e.g. heating appliance/ heating system/ unvented hot water system	
Make thermal renovations to a dwelling	
Installation of a microgeneration technology in or on an existing dwelling	
All other works requiring an estimated cost of works	
Estimated cost of works £	
<b>Total Fee £</b>	

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? ☐ Yes ☐ No (N.B. Documented proof of disability will be required)

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.

## 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 e.g. Planning; Environmental Health.
- 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: \_\_\_\_\_ Date: \_\_\_\_\_