

Building Control Services  
 Lisburn & Castlereagh City Council  
 Civic Headquarters  
 Lagan Valley Island, Lisburn  
 BT27 4RL  
 E: building.control@lisburncastlereagh.gov.uk  
 W: www.lisburncastlereagh.gov.uk



## BUILDING REGULATIONS APPLICATION

# BUILDING NOTICE SUBMISSION

If you require assistance filling in this form or you would like an alternative format, such as larger font size or another language, please contact this office.

<b>1</b>	<p>I/we hereby give notice of my/our intention to:</p> <ul style="list-style-type: none"> <li>• Extend a dwelling by less than 10m<sup>2</sup> <input type="checkbox"/></li> <li>• Convert the roofspace of a dwelling (less than 3m<sup>2</sup> only) <input type="checkbox"/></li> <li>• Install a heating system to a dwelling <input type="checkbox"/></li> <li>• Make structural alterations to a dwelling <input type="checkbox"/></li> <li>• Make thermal renovations to a dwelling <input type="checkbox"/></li> </ul> <p>Please tick as appropriate</p>	<p><b>OFFICE USE ONLY</b></p> <p>Date received: _____</p> <p>Payment received from _____</p> <p>Cash/cheque/card:£ _____</p> <p>Bank: _____</p> <p>Reference No: _____</p> <p>Receipt No: _____</p> <p>Plan assessor: _____</p>
----------	--	---

<b>2</b>	<p><b>PROPOSED WORKS</b></p> <p>Address: _____</p> <p>Postcode: _____</p> <p>Detailed description of works:        _____        _____</p>
----------	---

<b>3</b>	<p><b>APPLICANT</b>      <b>Mr / Mrs/ Miss/ Ms (please delete as appropriate)</b></p> <p>Forename: _____ Surname: _____</p> <p>Address: _____</p> <p>Postcode: _____</p> <p>Tel: _____ Mobile : _____</p> <p>Email: _____</p>
----------	---

<b>4</b>	<b>AGENT (If any)     Mr / Mrs/ Miss/ Ms (please delete as appropriate)</b>
	Name: _____ Company: _____
	Address: _____
	Postcode: _____
	Tel: _____ Mobile : _____
	Email: _____

<b>5</b>	<b>SERVICES (if applicable to works)</b>
	Proposed means of (a) Water supply _____
	(b) Foul water drainage _____
	(c) Surface water drainage _____
	(d) Heating _____
Additional information _____	

<b>6</b>	<b>BUILDING NOTICE FEES</b>	<b>AMOUNT ENCLOSED</b>
	Extension of a dwelling not exceeding 10m <sup>2</sup>	
	Roofspace conversion to a dwelling (not exceeding 3m <sup>2</sup> )	
	Installation of an unvented hot water system (not part of a larger project)	
	Installation of a heating system to dwelling	
	Replacement of an existing combustion appliance to a dwelling	
	Installation of a microgeneration technology in or on an existing dwelling	
	All other domestic alterations.	
Estimated cost of building works:                    £ _____		
<b>TOTAL FEE</b>		

Name and address of person/company to be charged with inspection fee:

\_\_\_\_\_

Signature of applicant/authorised agent: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE:

- (a) The authority to charge fees is contained in the Building (Prescribed Fees) Regulations (NI) 1997 as amended S.R.N.I. 1997, No. 482, copies of which are available from H.M.S.O.
- (b) Except where exempted from fees, plans shall not be treated as a valid deposit unless accompanied by the appropriate Plan Fee and, where applicable, a reasonable written estimate of the total cost of the work
- (c) Additional information may be requested by the Council pursuant to Rule F of Schedule 3 Part A of the Building Regulations (NI) 2012.
- (d) We would draw your attention to the fact this application only relates to the requirements of the Building Regulations (NI) 2012 (as amended). You may also require approval under other legislation not administered by the Council's Building Control Services. For example, planning permission for the proposed works may be required in which case a separate application should be made to the Council's Planning Service. Water Discharge Consent may be required from the Northern Ireland Environment Agency and consents and licences for roads may be required from Transport NI. Please note that under The Water and Sewerage Services (NI) Order 2006 as amended; Water and Sewerage Act (NI) 2016; as off the 23<sup>rd</sup> May 2016 any person proposing to connect 2 or more properties drainage system to the public sewer will require written approval to connect. A mandatory Sewer Adoption Agreement (Article 161) issued and authorised by Northern Ireland Water will be required prior to any connections being made. <http://www.niwater.com/sewers.aspx>. This list is non-exhaustive. It is your personal responsibility to seek and obtain all necessary approvals for the proposed works. The Council accepts no responsibility or liability.
- (e) A person who knowingly or recklessly gives a notice, certificate or makes an application containing a statement that is false or misleading, is guilty of an offence under the Building Regulations (NI) 1979 Order as amended.
- (f) **You are providing your personal data to a Council, a Data Controller under the General Data Protection Regulations (GDPR). The lawful basis for processing the data is the legal obligation to administer and enforce the Building Regulations. For more information about how your data will be used, see Lisburn & Castlereagh City Council's corporate privacy notice or the Building Control privacy statement which can be found on the reverse of this application form.**

## **BUILDING CONTROL PRIVACY STATEMENT**

Your Personal Data:

### What we need

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. We only collect basic personal data such as name, address, phone contact and email.

### Why we need it

We require this personal data from you for the purposes of administering and enforcing the Building Regulations. Our lawful basis is 6 (1) (c) -processing necessary 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. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

### What we do with it

All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union and may be shared internally with other Council Services. No third parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### How long we keep it

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. The Building Regulations do not stipulate a retention period after which basic personal data collected for this lawful purpose is to be destroyed. We will retain this data to aid ongoing legal searches requested by solicitors involved in the process of property conveyancing.

### What we would also like to do with it

**We may wish to share information collected from you with Government Agencies to aid the collation of statistical information carried out in the public interest, and to offer you the opportunity to provide us with service quality feedback.**

**Please indicate below if you agree to this request.**

**Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_**

**You can unsubscribe at any time via phone call, email or by post.**

### What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even 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 processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer can be contacted at [data.protection@lisburncastlereagh.gov.uk](mailto:data.protection@lisburncastlereagh.gov.uk)

Full details of the LCCC Primary Privacy Notice can be found on the Lisburn & Castlereagh City Council website: [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk).