

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

**REQUEST FOR EXEMPTION FROM BUILDING REGULATIONS**

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> | Please indicate type of work:  |                                |
|          | <ul style="list-style-type: none"><li>Garage (less than 30m<sup>2</sup>) <input type="checkbox"/></li><li>Conservatory (less than 30m<sup>2</sup>) <input type="checkbox"/></li><li>Porch (less than 5m<sup>2</sup>) <input type="checkbox"/></li><li>Other: _____</li></ul> |                                |
|          | Please tick as appropriate   |                                |
|          | Year works carried out: _____  |                                |
|          |  | <b>OFFICE USE ONLY</b>         |
|          |  | Date received: _____           |
|          |  | Payment received from<br>_____ |
|          |  | Cash/cheque/card:£ _____       |
|          |  | Bank: _____                    |
|          |  | Reference No: _____            |
|          |  | Receipt No: _____              |

|          |                          |
|----------|--------------------------|
| <b>2</b> | <b>ADDRESS OF WORKS</b>  |
|          | Address: _____           |
|          | Postcode: _____          |
|          | Date of Completion _____ |

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

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**GARAGE**

Please confirm if the works are:

Single Storey? YES  NO

Detached from the dwelling? YES  NO

Internal floor area: \_\_\_\_\_ m<sup>2</sup>

Wall Construction: \_\_\_\_\_

Roof Construction: \_\_\_\_\_

Please confirm distances from: Boundaries \_\_\_\_\_ m<sup>2</sup>

Road: \_\_\_\_\_ m<sup>2</sup>

Dwelling:: \_\_\_\_\_ m<sup>2</sup>

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**CONSERVATORY**

Please confirm the following criteria:

Single storey conservatory at ground level incorporating a radon barrier if required (Please check with the Building Control office for radon requirements in your area). YES  NO

A door exists between the conservatory and existing dwelling (maintaining the thermal performance of the dwelling). YES  NO

Not less than 75% of the roof area is made of translucent material? YES  NO

Not less than 50% of the external walls are made of translucent material? YES  NO

Heating or cooling systems are not extended into the conservatory? YES  NO

A fixed combustion or cooling appliance is not installed in the conservatory? YES  NO

The glazing satisfies the requirements of Part V? YES  NO

Internal floor area: \_\_\_\_\_ m<sup>2</sup>

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**PORCH**

Please confirm the following criteria:

Single storey porch at ground level incorporating a radon barrier if required (Please check with the Building Control office for radon requirements in your area). YES  NO

A door exists between the porch and existing dwelling (maintaining the thermal performance of the dwelling). YES  NO

Heating or cooling systems are not extended into the porch? YES  NO

A fixed combustion or cooling appliance is not installed in the porch? YES  NO

The glazing satisfies the requirements of Part V? YES  NO

Internal floor area: \_\_\_\_\_ m<sup>2</sup>

Exemption confirmation can be obtained upon receipt of £40.00

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

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

Please note: as the person carrying out the work, it is your responsibility to ensure that the work does not create any newer or greater contravention of any relevant requirement of the Building Regulations in any part of the building or in any other building in which the Building Regulations apply.

**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).