

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 REGULARISATION CERTIFICATE

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>• The erection of a building <input type="checkbox"/></li><li>• Made structural alterations and/or extensions to a building <input type="checkbox"/></li><li>• Provided services of fittings in connection with a building <input type="checkbox"/></li><li>• Made a material change of use to a building <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>ADDRESS OF WORKS</b></p> <p>Address: _____</p> <p>Postcode: _____</p> <p>Detailed description of works: _____</p> <p>Date of Completion _____</p>	
<b>3</b>	<p><b>APPLICANT      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>	

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

5	<b>REGULARISATION FEES</b>	<b>AMOUNT ENCLOSED</b>
	Erection of _____ new dwellings/flats/maisonettes < 250m <sup>2</sup> Number of different plan types: _____	
	Erection of _____ new dwellings/flats/maisonettes area over 250m <sup>2</sup> Estimated cost of building works:            £ _____	
	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 (not part of a larger project)	
	Extension of a dwelling not exceeding 20m <sup>2</sup>	
	Extension of a dwelling exceeding 20m <sup>2</sup> but not 40m <sup>2</sup>	
	Extension of a dwelling exceeding 40m <sup>2</sup> but not 60m <sup>2</sup>	
	Extension of a dwelling providing one or more rooms in the roof space	
	Installation of a heating system	
	Replacement of an existing combustion appliance	
	Installation of a microgeneration technology	
	All other works requiring an estimated cost of works Estimated cost of building works:            £ _____	
	<b>TOTAL FEE:</b>	

Name and address or person/company to be charged with application 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) Additional information may be requested by the Council pursuant to Rule F of Schedule 3 Part A of the Building Regulations (NI) 2012.
- (c) 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.
- (d) This application is made under Regulation 13 of the Building Regulations (NI).
- (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. 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 other sections of the Council or 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 is Mr Banks who you can contact 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).