

## WHAT WE DO

We will provide a pre-application consultation, should you require it. When you lodge the application we will assess it for compliance with the regulations within 28 days and either issue an approval or notify you or the agent of any required amendments. We will assess amendments within 14 days. You will then receive an approval notice and a set of approved drawings. If your plans are rejected for non-compliance with the regulations you have the right of appeal to the Department of Finance and Personnel (028) 9051 8322. This must be made within 56 days of the date of the rejection notice.

## UNAUTHORISED WORK

If work is carried out without an application having been made you may be prosecuted. Furthermore, should you wish to sell your property the purchaser's solicitor will wish to see evidence of approvals. If these are not available it may delay or prevent the sale. Keep all approvals in a safe location preferably with the Deeds.

Your proposed works may require permission from the Planning Service (NI).

If you think that your proposal will affect your neighbour in some way you should contact him/her before the submission is made so as all information is at hand before work begins.

If your house is listed then permission to carry out any sort of alteration should be obtained by contacting the Historic Monuments and Buildings branch of the Department of the Environment in Belfast (028) 9023 5000.

## Contact Information

### *Planning Service (NI)*

For more information and advice, please phone the Planning Service on 028 4461 8000 or visit their website: [www.doeni.gov.uk](http://www.doeni.gov.uk)

### *Building Control*

For further information and advice contact:  
Building Control  
Ards Borough Council  
2 Church Street  
Newtownards BT23 4AP  
Tel: 028 9182 4033/4  
Fax: 028 9182 4073

[www.ards-council.gov.uk](http://www.ards-council.gov.uk)  
[www.buildingcontrol-ni.com](http://www.buildingcontrol-ni.com)



## Making an Application



BUILDING CONTROL

## WORK REQUIRING AN APPLICATION

Anyone intending to carry out work to which Building Regulations apply must lodge an application with their local Building Control Office. Some examples of such work are:

- **Erecting a new building**
- **Extending an existing building**
- **Changing the use of a building (eg house to offices)**
- **Converting a roofspace or garage**
- **Carrying out structural alterations, for example:**

Replacing existing walls, floors, roofs, stairs

Making two rooms into one

Removal of a chimney breast

Installing cavity wall insulation

Drylining walls or lining walls/ceilings with sheeting or boarding

Replacing fire doors

- **Provision of services or fittings, for example:**

Installation of central heating

Replacement/relining flues

Installation of new sanitary appliances (not replacement only)

## EXEMPTIONS

There are works that are exempted from requiring an application. Some examples are:

certain porches, conservatories, open carports or covered areas being extensions not exceeding 30 m<sup>2</sup> in area;

certain detached garages and single storey buildings not exceeding 30 m<sup>2</sup> in area;

certain sheds not exceeding 15 m<sup>2</sup> in area; certain agricultural buildings;

fences, garden walls, gates; certain greenhouses;

replacement sanitary fittings and drainage connections;

replacement boilers and windows may be exempt. Contact us for advice.

**Before proceeding with any work you should contact us for advice.**

## WHAT YOU MUST DO

If an application is required, there is a choice of procedure:

(a) a full plans submission

(b) a building notice

*(If you wish to submit a building notice see "Building Notice Procedure" leaflet.)*

In either case you must lodge an application prior to starting work. You can be prosecuted for failing to do this.

A full plans submission requires you to complete a standard application form and to provide the following:

- a) two copies of plans, sections, constructional details.
- b) a site location plan and a block plan showing boundaries and adjacent buildings.
- c) a plan fee (see "Building Control Fees" leaflet) and where required an estimate of cost.
- d) for non-domestic work, a further two sets of plans showing compliance with fire safety regulations are required.

You should ensure that you use the services of an architect/agent or professional designer who has a good working knowledge of Building Regulations.

The work described in the Application, must be started within three years, from the date of the lodgement of the Application.