



Building Notice Advice Note

What is a Building Notice?

A Building Notice is an application, which allows work to be carried out without the submission of full plans however; in certain situations plans may be requested. This type of application can only be used in domestic proposals and in the following instances;

- Extension less than 10m²
- Garage conversions less than 10m²
- Roof space conversions less than 3m²
- Structural alterations
- Provision of services or installation of fittings.

A completed application requires the following information;

- A description of the work and its location
- Intended use of the building
- Means of drainage
- The size of the building and proximity to other buildings and boundaries.

Other information which may also be required are;

- Structural calculations
- Thermal performance specification, such as Co2 emissions and thermal calculations
- Certificate for cavity wall installation
- Manufacturer's installation details for solar panels indicating loadings and fixings

A Building Notice submission will only be considered valid if the building work it relates to be commenced within three years of the date it was submitted.

It should be noted that only when the works have been inspected and completed in accordance with the Building Regulations can a Completion Certificate be issued (No Notice of Passing of Plans is provided from this type of application).

What inspections do I need to request?

We would advise that with this type of application a meeting with the area surveyor should be arranged prior the commencement to discuss the proposed works. This will allow the opportunity to identify at what stages inspections for these works are necessary.

If you propose to carry out works either by Full Plans or Building Notice application, you are required by the Building Regulation (NI) 2012, Regulation 12 to inform the Council of commencement and completion of certain stages of the works as follows:

1	Notice of commencement	2	Foundation excavation
3	Placing of damp proof course	4	Placing of damp proof course
5	Placing of drains (incl. unadopted) before covering	6	Prior to covering any structural element
7	Prior to covering any sound insulation measures	8	Occupation of the building
9	Completion of the works		

When requesting an inspection, sufficient notice must be given to allow the Building Control Services to inspect the works. The Council, subject to resources will endeavour to carryout all requested inspections but reserve the right to prioritised when and if required.

Building Control Services will seek to carry out all requested inspections during the same working day, if request is received before 10.00am on that day. Working days are currently Monday to Friday (excluding public holidays). Office hours are Monday to Friday 9 to 5.00pm

In line with our service commitment, Building Control Services will also seek to carry out inspections at key stages as the work progresses. This will help to ensure the work is carried out in compliance with the requirements of the Building Regulations.

During their initial and subsequent site visits, Building Control Surveyors will identify the further stages of work requiring inspection. It is important to keep in contact with the Surveyor who is dealing with your application during the progress of the work so they can advise on building regulatory matters. This may avoid contraventions of the Regulations on site and will be of particular value if works are being carried out under Building Notice submissions.

It should also be noted that a Building Control application does not absolve you of your responsibility to obtain approval under other legislation not administered by this authority (e.g. Planning, Roads, Water, etc.) If your application includes the installation of a Septic Tank you should contact NI Environment Agency (Discharge Consent)

Building Notice Fees

Building Notice Fees are taken from the Building (Prescribed Fees) Regulations (NI) 1997, for further information please contact the Building Control Service or request a Building Control Fee schedule. Fees paid include inspection fee as directed by the aforementioned legislation

How do I request an inspection?

There are several ways in which inspections can be requested from Building Control. Details of telephone fax and helpline numbers are shown below, along with E-mail and websites address.

Required information

When requesting an inspection please provide the following relevant information.

- Plan reference number
- Contact name
- Contact telephone
- Site number (if applicable)
- Address of the works
- Details of inspection required

Contact Details

For further information, please contact your local Building Control Service at your local Council.

Please note any person who knowingly or recklessly gives a notice, certificate or makes an application contains a statement that is false or misleading, is guilty of an offence under the Building Regulation (NI) 2000 as amended.