

BUILDING NOTICE APPLICATION

A Building Notice provides an alternative method of making the necessary application for domestic work. For any domestic application e.g. an extension/alteration to a house, a roof space conversion, installation of a service or even the erection of a house, it is not obligatory to provide plans for assessment by Building Control. Special care needs to be taken when selecting the builder as they do not have approved plans to follow.

Stage 1 Submission of the Building Notice Application

The Building Notice Application should be deposited with Banbridge District Council's Building Control Department and should include:

- i) Completed application form
- ii) Appropriate fee
- iii) Location details

NB Building Control may ask in special circumstances for additional information to support your application e.g. structural calculations or a SAP energy rating.

Stage 2 Commencement of Work and Site Inspections

Site inspections are carried out in the same manner as the Full Plans route. The site inspections are essential as no plans are submitted under the Building Notice. The initial inspection is particularly important as the Building Control Surveyor will be able to advise of potential problems. The onus is on the applicant to notify the Building Control Department and request inspections.

Stage 3 Completion

Under the Building Notice route plans are not approved nor is an Approval Certificate issued. However, provided the works are carried out to the satisfaction of Building Control, a Completion Certificate will be issued confirming that the work as far as can be ascertained complies with the building regulations.

Contact:

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