

FULL PLANS APPLICATION

Stage 1 Submission of the Application

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

- i) Completed application form
- ii) Appropriate fee
- iii) Location map and two copies of detailer site plan
- iv) Construction plans and technical specification (two copies)

Stage 2 Assessment of Your Proposal

The plans are assessed for compliance with Building Regulations and any required revisions notified to the agent who may then submit amended plans. We endeavour to carry out plan assessments with 21 calendar days. When these are received and all details are satisfactory your plans can be approved. The Approval Certificate and one set of approved plans will be returned.

Stage 3 Commencement of Work and Site Inspections

When an application has been made with the appropriate fee the builder may commence work. Before doing so, the Building Control Department must be notified so that the Building Control Surveyor can visit the site. They will carry out inspections from commencement to completion. There is a legal obligation on any person causing works to be carried out to advise the Building Control Department at various stages so that inspections may be undertaken. Building Control will undertake any other inspections as deemed necessary. If the builder commences work prior to approval of the plans, he proceeds entirely at his own risk. For more details, see the 'Building Inspections' section on our website. After the first inspection has been carried out, an inspection fee were applicable will be issued.

Stage 4 Completion

When the works are satisfactorily completed Building Control will forward a Completion Certificate to the applicant. The Completion Certificate and the plan Approval Certificate are important legal documents. They should be stored safely, perhaps with the deeds of the property. Without these it may be difficult to secure finance or effect a sale in the conveyancing process. If you or your agent wish to talk to a Building Control Surveyor about your scheme before submitting it for assessment, you can do so by contacting the Council's Building Control Department.

Contact:

Building Control Department, Banbridge District Council, Civic Building, Downshire Road, Banbridge, Co. Down BT32 3JY

T: 028 4066 0603

F: 028 4066 0601

E: bc@banbridge.gov.uk