

Office Use

Received Date:

Reference No.

Please use this form if you wish to apply for pre-application advice. Complete all sections and use the checklist to ensure all relevant information is enclosed prior to signing the declaration. Your request will not be processed until all relevant information has been received.

Please be advised that although every endeavour will be made to respond and facilitate this application, it must be on the strict understanding that it is at the sole discretion of the Council's workload and staffing levels at any given time.

1 Applicant Details

Forename: _____ Surname: _____
 Company Name: _____
 Address: _____
 Townland: _____ Town: _____ Postcode: _____
 Phone: _____ Mobile: _____
 Email: _____

2 Agent Details (if Applicable)

Forename: _____ Surname: _____
 Company Name: _____
 Address: _____
 Townland: _____ Town: _____ Postcode: _____
 Phone: _____ Mobile: _____
 Email: _____

3 Details of Works

Detailed Description:	Address/Location of Site:
_____	_____
_____	_____
_____	_____
Use of Building: _____	_____
_____	_____

4 Additional Information

Primarily, guidance will be offered on Parts E & R of the Building Regulations (NI) 2012.
 Can you please specify below which Regulation you wish to receive advice on:-

5 Details to be submitted

Please note, the quality of the service we provide is dependent on the information that is submitted. Additional information may be required to fully assess your proposed scheme. Please provide one copy of all relevant plans and related documents:

- 1:1250 location plan with site outlined in red
- Detailed description of current buildings on the site and details of current use
- Description of proposed development including schedule of proposed uses and floor space.
- Proposed floor plans, elevations with building heights marked, sections (to scale)
- Existing floor plans, elevations with building heights marked, sections (to scale)
- Specification of materials, MOE details, access for disabled, access for Fire Brigade
- Existing and proposed site layout plan (preferably 1:500)
- Additional information (Large applications only):Details of Fire Strategy
- Basic details of structural design
- Estimated cost of works

The Council will make every effort to ensure that the advice given in the pre-application process is as accurate as possible. However any advice given by Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regard to any future application.

6 Declaration

I, the undersigned, confirm that I am seeking pre-application advice on the proposed development described above and as detailed on the attached plans.

I have clearly marked and identified all information that I consider being of a confidential nature or is commercially sensitive and enclose a letter outlining the reasons for the same (if applicable).

I understand that all other information submitted may be revealed to other parties if the Council is required to do so under Freedom of Information Act or Environmental Information Regulations.

I confirm that I have read the Council's relevant guidance note on the pre-application advice procedure and understand and accept that the advice given in response to this request will not be binding on the Council in its determination of any subsequent building regulations application submitted as a result of or following on from advice given in response to this request.

Signed: _____

Date: _____

Applicant/Agent

Privacy Statement

As a public authority, Council takes your rights and freedoms seriously. We are collecting information from you for the purposes of administering and enforcing Building Regulations. Our lawful basis is 6(1)(c) – processing necessary for 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. Information collected may be shared with other Council sections and Government agencies (Land and Property Services, N I Fire and Rescue Service). All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found at: <https://www.causewaycoastandglens.gov.uk/council/access-to-information/privacy-statement>