SCHEDULE

PART II—ORDER PRESCRIBING FEES TO BE TAKEN BY COUNTY COURT STAMPS

The following fees shall be taken on proceedings under the foregoing Rules:—

		£	s.	d.
1.	On each notice of application or appeal	0	5	0
2.	On each copy of any such notice	0	2	6
3.	On each requisition in respect of each case entered	0	1	6
4.	On each order made on an application or appeal ...	0	5	0

Schemes for the Conversion of Buildings into Houses and the Improvement of Houses

REGULATIONS DATED 1ST APRIL, 1957, MADE BY THE MINISTRY OF HEALTH AND LOCAL GOVERNMENT UNDER THE HOUSING (MISCELLANEOUS PROVISIONS) AND RENT RESTRICTION LAW (AMENDMENT) ACT (NORTHERN IRELAND), 1956.

1957. No. 59 [C]

The Ministry of Health and Local Government (hereinafter referred to as "the Ministry"), in exercise of the powers conferred upon it by the Housing (Miscellaneous Provisions) and Rent Restriction Law (Amendment) Act (Northern Ireland), 1956 (hereinafter referred to as "the Act"), hereby makes the following Regulations:—

1.—(1) These Regulations may be cited as the Housing (Schemes for Conversion and Improvement) Regulations (Northern Ireland), 1957.

(2) In these Regulations the expression "local authority" means the local authority for the area in which the conversion of buildings or the improvement of houses is to be made.

2. A person desirous of applying for a grant under section fifteen of the Act, in respect of—

(i) the provision of houses by means of the conversion of buildings; or

(ii) the improvement of houses

shall apply to the local authority in accordance with the provisions of the First Schedule to these Regulations.

3. It shall be a condition of approval by a local authority of any application submitted to them that the standards of accommodation and construction specified in the Second, Third and Fourth Schedules to these Regulations (hereinafter referred to as "the prescribed standards") are observed.

4. A house, to be eligible for consideration for improvement grant, must, with respect to its construction and physical condition, be shown to fall short of at least one of the require-

ments in paragraphs (1) to (12) of the Fourth Schedule to these Regulations.

5. For the purposes of grant under the Act, a dwelling shall be a self-contained unit having all the amenities of a dwelling behind its own front door; a dwelling may however open on to a common staircase or landing.

6. Any house, houses or flats in respect of which the Statutory Conditions specified in Section 16 of the Act (hereinafter referred to as "the Statutory Conditions") apply shall be open to inspection at any reasonable hour by a duly authorised officer of the local authority or of the Ministry.

7. The local authority shall keep a register showing full particulars of all houses in their district to which the Statutory Conditions apply. The register shall be open to public inspection during office hours at the office of the local authority without fee or reward.

8. The local authority in whose area houses are to be provided by conversion or improvement may, if they so desire, require the applicant to pay to them, in respect of any expenses incurred by them in the examination of plans and any other work involved in connection with the application, fees on the following scale:—

(i) In the case of the conversion of a building erected for a purpose other than housing	£3 3s. 0d. in respect of each building
(ii) In the case of the conversion or improvement of not more than three houses of the same type	£3 3s. 0d.
(iii) In the case of the conversion or improvement of more than three houses of the same type	£3 3s. 0d. as at (ii) plus £1 1s. 0d. in respect of the fourth and each additional house

These fees shall be payable to the local authority prior to approval of the application.

9. The Ministry may assent to the modification of or departure from the provisions of these Regulations.

10. Any questions which may arise as to the interpretation of these Regulations shall be referred to and determined by the Ministry whose decision shall be final.

11. These Regulations shall come into operation on the 15th April, 1957.

Sealed with the Official Seal of the Ministry of Health and Local Government this first day of April, one thousand nine hundred and fifty-seven, in the presence of

(L.S.) *J. L. O. Andrews,*
Minister of Health and Local Government.

FIRST SCHEDULE

Schemes for the Conversion of Buildings into Houses and the Improvement of Houses

General Procedure

1. A person who desires to obtain a grant under the provisions of the Act for the provision of a house or houses by the conversion of a building or buildings or the improvement of a house or houses shall, as a first step, inform the local authority of the proposal and request an application form, which shall be in the form appended to this Schedule.

2. Before issuing the application form, the local authority shall cause its technical officer to prepare a report on the house or building detailing (*a*) the work of conversion or improvements which will attract grant and (*b*) essential repairs which must be carried out without the aid of grant.

3. If the local authority is satisfied it shall notify the applicant that consideration will be given to payment of a grant, and request the applicant to submit an application form together with plans and specifications, in triplicate, as follows:—

(*a*) a site plan to a scale sufficient to show location, curtilage and the position of and connections to main services;

(*b*) plans to a scale of not less than 1 inch to 4 feet with sections and elevations, where necessary, showing the proposed works in relation to the property as it exists;

(*c*) a complete and detailed specification of the proposed works;

(*d*) copies of at least two estimates (if possible) of cost furnished by contractors in respect of the proposed works.

The plans at (*b*) should be fully dimensioned and, where comprehensive structural alterations are entailed, should show the areas of existing and proposed rooms, full details of construction, plumbing and drainage, and generally the nature of the different materials to be used.

4. The local authority shall examine the application for grant together with the plans and specification and, if the proposal is approved, endorse one copy accordingly which shall be returned to the applicant together with formal notification of the amount, if any, of the grant which it is proposed to offer.

5. If the local authority refuse the application they shall so inform the applicant.

6. The work of conversion or improvement shall not be commenced until a Certificate of Approval, in the prescribed form, has been received from the local authority.

7. The applicant shall notify the local authority on the prescribed form when the work of improvement or conversion is

due to be started. The work shall from time to time be inspected by a duly authorised officer of the local authority, or of the Ministry.

8. The applicant shall furnish prior notification to the local authority of any proposed changes in the plans or specification, submitting amended plans, and if the local authority approves, it shall issue an amended Certificate of Approval.

9. On completion of the works the applicant shall notify the local authority accordingly. If the local authority is satisfied that the work has been completed in a proper and workmanlike manner and in accordance with the prescribed standards and conditions it shall issue a Certificate of Completion in the prescribed form.

10. A grant for the conversion or improvement work shall be payable by the local authority as soon as practicable following the receipt (duly completed) of the prescribed form of claim forming part of the Certificate of Completion.

11. The local authority shall forward to the Ministry after the payment of a grant in respect of conversion or improvement work a Certificate and claim in the prescribed form for the recoupment to the authority of the appropriate sum payable by the Ministry under the provisions of the Act, which sum shall be paid to the local authority as soon as reasonably practicable after receipt of the Certificate, provided the Ministry is satisfied that the statutory and prescribed conditions have been complied with.

12. The Certificate under paragraph 11 shall be subject to certification by the Local Government Auditor after payment has been made by the Ministry.

FORM C/I (1)

MINISTRY OF HEALTH AND LOCAL GOVERNMENT

HOUSING (MISCELLANEOUS PROVISIONS) AND RENT RESTRICTION LAW (AMENDMENT) ACT (NORTHERN IRELAND), 1956

Application for grant in connection with improvement or conversion works

Ref. No.....

1. Location of property in respect of which application is made ... .

2. Name of applicant (i.e., of Owner or Lessee) .....

3. Address ... .

.....

4. State whether an improvement grant or a conversion grant is applied for ... .

5. Has any assistance been received or applied for in respect of the property under the Hill Farming Act, 1946, or under the Housing on Farms Act (Northern Ireland), 1950? ... .

6. Has any improvement grant or conversion grant been received or applied for on a previous occasion in respect of the property? ... .

7. If an improvement grant is applied for, give the net annual value of the dwelling to be improved. .....

8. Present use of building(s) ... .

9. (a) Is the applicant the freeholder or the leaseholder of the property? ... .

(b) If leaseholder, how many years of the lease are still unexpired? ... .

10. Give details of any encumbrances or restrictive covenants on the property ... .

.....

.....

11. Give the following particulars of the property—

(a) Age (estimated if not known for certain) ... .

(b) Estimated remaining life of the property after improvement or conversion ... .