

**BUILDING CONTROL ACT, 1990
APPLICATION FOR A FIRE SAFETY CERTIFICATE**

TO: LOUTH COUNTY COUNCIL
County Hall
Millennium Centre
Dundalk

OFFICIAL USE

Received on _____

Ref. No. _____

Entered in
Register on _____

Receipt No. _____

Amount _____

Application is hereby made under Part III of the Building Control Regulation, for a Fire Safety Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.

1. APPLICANT:

Owner/Leaseholder (delete as appropriate)

FULL NAME _____

ADDRESS _____

SIGNATURE _____

TELEPHONE NO. _____ DATE _____

Owner of works or building (if different to above)

**2. Name and address of person/s or firm/s to whom notifications should be forwarded
(Owner/Leaseholder or Designer/Developer/Builder)**

**3. Name and address of person/s or firm/s responsible for preparation of accompanying plans,
calculations and specifications**

4. Address (or other necessary identification) of the proposed works or building to which the application relates

5. Nature of proposed works or building

(a) Classification (please tick as appropriate)

- Construction of new building
- Material alteration
- Material change of use
- Extension to a building

(b) Brief description

6. Use of proposed works or building

(a) Existing use (where a change is proposed) _____

(b) New use _____

7. In the case of

(a) Works involving the construction of a building, or a building the material use of which is being changed –

Site area _____ (sq. metres)

Number of basement storeys _____

Number of storeys above ground level _____

Height of top floor above ground level _____ (metres)

Floor area of building _____ (sq. metres)

Total area of ground floor _____ (sq. metres)

(b) Works involving an extension or the material alteration of a building –

Floor area of extension _____ (sq. metres)

Floor area of material alteration _____ (sq. metres)

8. Amount of fee (accompanying this application) € _____

9. Planning Permission Reference No. (if applicable) _____

DATA PROTECTION CONSENT FORM

Fire Safety Certificates under the Building Control Regulations and
Fire Services Act 1981 and 2003
Data Protection Acts 1988 to 2018

I, _____ consent to the collection and processing of the data provided by me by Louth County Council for the purposes of [1] *viewing, assessing, validating, verifying, scanning, storing and retrieving fire safety certificates under the Building Control Regulations 1997 and [2] for use under Pre-Incident Planning under Section 22(4) of the Fire Services Acts 1981 and 2003 for collating, preparation and using such data and [3] to assist in the administration and provision of an efficient and effective emergency response in accordance with the Fire Services Acts 1981 and 2003.*

I agree that Louth County Council when assessing my application may contact other Government Departments including Department of Social Protection, Revenue Commissioners and the Department of Justice to confirm the information provided.

Louth County Council will treat all information and personal data you give us as confidential. We will retain your data for no longer than is necessary for the purpose of [1] *viewing, assessing, validating, verifying, scanning, storing and retrieving fire safety certificates under the Building Control Regulations 1997 and [2] for use under Pre-Incident Planning under Section 22(4) of the Fire Services Acts 1981 and 2003 for collating, preparation and using such data and in accordance with the Council’s Retention Policy.*

Signed: _____ Date: _____

Name: _____
(PRINT in Block Capitals)

I do not consent to my data being processed, shared and stored by Louth County Council for the purposes outlined above.

Signed: _____ Date: _____

Name: _____
(PRINT in Block Capitals)

FIRE SAFETY CERTIFICATE APPLICATIONS

NOTES FOR GUIDANCE OF APPLICANT

General

Article 13 of the Building Control Regulations provides:

- 1) An application for a fire safety certificate shall be in the form set out in the Third Schedule.

- 2) An application for a fire safety certificate shall be accompanied by :
 - a) such plans (including a site or layout plan and drawings of floor plans, elevations and sections) (in duplicate), calculations, specifications and such other particulars as are necessary to :
 - i) identify and describe the works or building to which the application relates and
 - ii) enable the building control authority to assess, whether the said works or building would, if constructed in accordance with the said plans, calculations, specifications and other particulars, comply with requirements of Part B of the Second Schedule to the Building Regulations,

 - b) particulars of the nature and extent of the proposed use and where appropriate, of the existing use, of the building concerned and

 - c) such fee (if any) as may from time to time be prescribed for that purpose in Part V of Building Control Regulations, 1997.

Plans, Drawings and Maps

These should be submitted in duplicate and should where appropriate comply with the following

- a) buildings, roads, boundaries and other features in the vicinity of the building or works shall be shown on site plans or layout plans, to a scale of either one to one thousand (1:1,000) or one to two thousand five hundred (1: 2,500).

- b) a block plan, to a scale of not less than one to five hundred (1: 500) should show –
 - (i) the boundaries of any land belonging to the building,
 - (ii) any roadways within the boundaries together with their widths,
 - (iii) locations of gateways or other restrictions to width of vehicular access at or within the boundaries and indicate the narrowest such width,

- (iv) locations of bridges, arches, cables or other overhead restrictions to height of vehicular access and indicate the lowest such height,
 - (v) all access points to the building,
 - (vi) location and diameter of any water main or hydrant adjacent to or within the boundaries,
 - (vii) storage compounds and material being stored,
 - (viii) location and type of isolation devices for building services,
 - (ix) location and diameter of internal rising fire water mains and foam inlet pipes,
 - (x) location and type of control devices for active fire control systems.
- c) A plan of each floor and section of each storey, floor and roof of the building together with drawings of each elevation should show -
- (i) principal dimensions expressed in metric figures,
 - (ii) forms and materials of construction,
 - (iii) periods of fire resistance of elements of structure and fire resisting doors,
 - (iv) intended use of floor area of each room or space,
 - (v) maximum number of persons likely to occupy each floor or space,
 - (vi) fire escape routes within and from the building, their minimum widths and clear heights,
 - (vii) fire compartmentation ,
 - (viii) barriers to passage of fire and smoke in cavities,
 - (ix) principal service ducts,
 - (x) areas of high fire risk,
 - (xi) location and type of manual fire fighting equipment,
 - (xii) fire fighting shafts,
 - (xiii) smoke ventilation provisions,
 - (xiv) internal fire main outlets.
- d) the north point should be indicated on all plans to which paragraphs (a) and (b) apply.
- e) plans, sections, elevations or other drawings to which paragraph (c) applies should be drawn to an appropriate scale.
- f) Floor area to be included in each application should be outlined in colour.**

Calculations and Specifications

- a) Calculations should be submitted, where appropriate, in respect of the following –
- (i) fire resistance of elements of structure,
 - (ii) size of fire compartments,
 - (iii) numbers of occupants,
 - (iv) number and width of escape routes,
 - (v) smoke control provisions,

- (vi) permitted unprotected area in external walls,
- (vii) fire fighting water supply.

b) Specifications and details of Standards and Technical Documents, by reference to which fire features were designed, should be submitted, where appropriate, in respect of the following –

- (i) fire detection and alarm systems,
- (ii) emergency lighting systems,
- (iii) surface linings,
- (iv) smoke control provisions,
- (v) fire resisting constructions,
- (vi) cavity barriers and fire stopping,
- (vii) electrical installations,
- (viii) heating systems,
- (ix) manual fire fighting equipment,
- (x) automatic fire suppression systems.

LOUTH COUNTY COUNCIL

FIRE SAFETY CERTIFICATES – APPEALS TO AN BORD PLEANALA

WHO MAY APPEAL?

Unlike planning decisions, where anyone can appeal, only the Applicant for a Fire safety Certificate can appeal to An Bord Pleanala if dissatisfied with a decision on an application or a condition attached to a FSC granted.

TIME LIMIT

An appeal must be received by the Board within a period of one month beginning on the date of the decision on the application, otherwise it will be invalid. Where the last day of this period falls on a Saturday, Sunday, public holiday or other day on which the offices of the Board are closed, the appeal will be in time if received on the next following day on which the Board's offices are open.

ADDRESS OF THE BOARD

An Bord Pleanala
64 Marlborough Street
Dublin 1
(Tel: 01 – 8588100)

HOW TO DELIVER AN APPEAL

An appeal must be sent by prepaid post to the Board at the above address or left with an employee of the Board at the Board's Offices during office hours.

CONTENT OF APPEAL

An appeal must be in writing and must contain the following particulars: -

- (a) Name and address of appellant (person appealing)
- (b) The subject matter of the appeal i.e. particulars of the application concerned including:
 - (i) Name of Applicant
 - (ii) Register Reference No.
 - (iii) Description and Location of Building, Works or Change of Use
 - (iv) Name of Building Control Authority
 - (v) Date of Decision

- (c) Full grounds of appeal and the reasons, considerations and arguments on which they are based. These must be fully stated at the outset and cannot be further elaborated on at a later stage.

APPEAL FEE

An appeal must be accompanied by the correct fee, otherwise it will be declared invalid. It is not sufficient to send the fee or part of it at a later stage. The appeal fee is **€250**.

TIME LIMIT FOR DECISION BY THE BOARD

The Board has the statutory objective to dispose of appeals within 4 months. If it does not consider it possible or appropriate to give a decision within four months in a particular case, it will notify all parties concerned and specify a new date by which it will give its decision.