

FORM OF APPLICATION FOR A FIRE SAFETY CERTIFICATE
BUILDING CONTROL ACT, 1990
APPLICATION FOR A FIRE SAFETY CERTIFICATE

To: Donegal County Council ,Fire Station, Letterkenny.

Application is hereby made under Part III of the Building Control Regulations, 1997, for a Fire Safety Certificate in respect of the works or building to which the accompanying Plans, calculations and specifications apply.

OFFICIAL USE

Received on: _____

Ref. No: _____

Entered in
Register on: _____

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 & address of person/s or firm/s to whom notifications should be forwarded (Owner/Leaseholder or Designer/Developer/Builder)

3. Name & 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) € _____

BUILDING CONTROL REGULATIONS
FIRE SAFETY CERTIFICATE APPLICATION GUIDANCE NOTES

1. GENERAL

Article 13 of the Building Control Regulations 1997 requests that an application for a Fire Safety Certificate be accompanied by the following (two copies):-

- **Site Location Map**
- **Layout Plan**
- **Floor Plans**
- **Elevations and Sections**
- **Compliance Document (showing compliance with TECHNICAL GUIDANCE DOCUMENT B - Sections B1-B5)**

and other particulars that are necessary to:

- (a) Identify and describe the building / works to which the application relates,
- (b) Illustrate that the building / works will comply with the requirements of Part B (Sections 1-5) of the First Schedule to the Building Regulations.

The extent to which plans and compliance document will be required to establish compliance with Building Regulations will vary in individual cases depending on the type, size and complexity of the building concerned, but the information in the following paragraphs 2 and 3 can be used as a guideline. Where relevant, all the plans and information listed below should be supplied.

2. MAPS AND PLANS

These should be submitted in duplicate and should, where appropriate, include the following -

(a) *Site Location Map*: clearly define location to a scale of either one to one thousand (1:1000); one to two thousand five hundred (1:2500). 6" O.S. is also acceptable.

(b) *Layout plan*: to a scale of not less than one to five hundred (1:500) should show -

- **the boundaries of any land belonging to the building/works,**
- **all roadways including widths within the boundaries,**
- **locations of gateways or other restrictions to width of vehicular access at or within the boundaries,**
- **locations of bridges, arches, cables or other overhead restrictions to height of vehicular access,**
- **all access points to the building,**
- **location and diameter of any watermain or hydrant adjacent to or within the boundaries,**
- **all materials being stored,**

- **location and type of isolation devices for building services,**
- **location and diameter of internal rising fire watermains and foam inlet pipes, if applicable,**
- **location and type of control devices for active fire control systems, if applicable.**

(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 all to appropriate scale.*

- **all dimensions expressed in metric figures,**
- **all materials used in construction,**
- **periods of fire resistance of elements of structure and fire resisting doors,**
- **intended use and floor area of each room /space,**
- **fire compartmentation,**
- **barriers to passage of fire and smoke in cavities,**
- **principal service ducts,**
- **areas of high fire risk,**
- **location and type of manual fire fighting equipment,**
- **fire fighting shafts,**
- **smoke ventilation provisions,**
- **internal fire main outlets.**

(d) The *north point* should be indicated on all plans to which paragraphs (a) and (b) apply.

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3. COMPLIANCE DOCUMENT

(a) Calculations should be submitted in respect of the following -

SECTION B1

- **maximum numbers of persons likely to occupy each floor/space**
- **number and width of escape routes,**
- **fire detection and alarm systems ,**
- **emergency lighting systems,**
- **electrical installations,**
- **automatic fire suppression systems,**

SECTION B2

- **surface linings**

SECTION B3

- **size of fire compartments,**
- **fire resistance of elements of structure,**
- **smoke control provisions,**
- **cavity barriers and fire stopping,**

SECTION B4

- **permitted unprotected areas in external walls,**

SECTION B5

- **fire fighting water supply.**
- **provision for vehicular access.**

Reference should be made as to the Technical Standards/Documents used in compliance.

DONEGAL COUNTY COUNCIL

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FEE FOR FIRE SAFETY CERTIFICATE APPLICATION

S.I. 496 of 1997 Building Control Regulations, 1997

Area shall be ascertained by the internal measurement of the floor area on each floor of a building

PART A

| <i>COLUMN 1</i> | <i>COLUMN 2 AMOUNT OF FEE</i> |
|--|--|
| Application for a dispensation or a relaxation | Dwellings €125 Other buildings €250 |
| Application for a fire safety certificate | €125 or €2.90 for each square metre of gross floor area to be provided, whichever is the greater |
| Appeal to the Board | €250 |
| Commencement notice | €30 (single building) Maximum Fee €3,800 |
| Copy of a document specified in Article 4(3) | €12 |

PART B

The maximum fee payable to a Building Control Authority in respect of an application for a Fire Safety Certificate shall be €2,500. The minimum such fee shall be €125 and in any case where a Building Control Authority makes a refund in respect of an application for a Fire Safety Certificate, the refund shall not be such as to reduce the balance of the fee to less than €125.

NOTE: Cash should not be used when making the above payment.