



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Donegal Fire Service
High Road, Letterkenny
County Donegal

Telephone: 074 9121676
Email: fireservice@donegalcoco.ie

REQUEST FOR VIEWING OR PROVISION OF FIRE SAFETY CERTIFICATE INFORMATION

I _____ (insert name here) **Of**

1] _____

2] _____

Contact No: _____ **Email:** _____

Wish to obtain from Donegal County Council Fire Service Department (tick as appropriate):

A) Fire Safety Certificate search and reference number retrieval ☐

B) Fire Safety Certificate file search, retrieval and viewing by appointment ☐

C) A copy of a Fire Safety Certificate (FSC Reference No. is Required)
(does not include application form, drawings, or compliance report) ☐

For the following premises / property - FSC reference number _____

(Provide the FSC number if known or attach a site location map of the premises)

Premise's Name: _____ (or type. i.e. offices) at:

1] _____ (address line 1)

2] _____ (address line 2)

3] _____ (address line 3)

Please provide a brief description of the Fire Safety Certificate (if known) i.e. the description of the proposed development and the year it was issued.

Name and contact details of Building Owner/s:

1] _____

2] _____

I, as the registered owner of the building hereby authorise the above named person to obtain relevant Fire Safety Certificate information for the above building and attach the appropriate fee as set out on the attached schedule.

Signed (by premises owner): _____ **Date:** _____

Name of owner in Block Capitals: _____

Contact No: _____ **Email:** _____

Fees and Payment Methods

The appropriate fee should be included with this returned signed request form.

A) Fire Safety Certificate Search and reference number retrieval - €50.00

The search of the Fire Service database to ascertain any Fire Safety Certificate Reference Numbers relating to a premises.

NOTE: If a Fire Safety Certificate number is not known it is important to clearly identify the premises to enable the Fire Service to carry out a search (*e.g. a map screenshot from the Eircode website may be required to identify the premises*).

A €50 search fee plus €12 fee per copy of any Fire Certs will be the charge in this case.

B) Fire Safety Certificate File Search, Retrieve and Viewing - €100.00

The search of the Fire Service database to ascertain any Fire Safety Certificate Reference Numbers relating to a premises and the retrieval of relevant archived files for viewing by the applicant / applicant's agent by appointment at Fire Service HQ (Letterkenny).

NOTE: Any subsequent files relating to the same premises will be charged at €50.00 per file for retrieval and viewing.

C) A copy of a Fire Safety Certificate - €12.00 (A FSC Reference No. is Required)

The provision of a copy of a Fire Safety Certificate is subject to a charge of €12.00 as set out in the Building Control Acts 1990 and 2007.

NOTE: Copies of drawings or compliance reports are not provided by Donegal Fire Service

The fee can be paid either:

- **Over the phone** by calling our Call Centre on 074-91 53900 and asking for the Cash Office (where they will take a card payment and provide a receipt number),
(*Reference: FE 006 - Fire Safety Certificate*), **or**
- **By cash or cheque** (*made payable to Donegal County Council*) and returned to any Donegal Public Service Centre (*Reference: FE 006 - Fire Safety Certificate*), **or**
- **By EFT online** (via Donegal County Council bank details as below).

Account Name:	Donegal County Council
Sort Code:	93-73-04
A/C No. -	4000 9074
IBAN No. -	IE35 AIBK 937304 4000 9074
BIC No. -	AIBK IE 2D
Reference -	FE 006 - Fire Safety Certificate