

4. Description of works or building: _____

5. Where a change of use applies:

(a) Existing use: _____

(b) New use: _____

6 Works involving the construction of a new building, or a building the material use of which is being changed:

(a) Number of basement storeys _____

(b) Number of storeys above ground level _____

(c) Height of top floor above ground level _____ (metres)

(d) Floor area of building _____ (sq. metres)

(e) Total area of ground floor _____ (sq. metres)

7. 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. Planning Permission for the works or building in question:

Date Planning Permission was granted: _____

Planning Reference No: _____

9. Date construction started:

Is construction of the building completed?:	YES	NO	
Date of completion:	_____		
Is the building occupied or operational?:	YES	NO	
Is the Building still under construction?:	25%	50%	75%
Have any modifications to the original design been made during construction?:	YES	NO	
If yes, was planning permission sought (if necessary) for the modifications?:	YES	NO	

10. Amount of Fee (accompanying this application) € _____

NOTE: -

- 1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.**
- 2. This Application form must be accompanied by a complete and certified set of drawings for the works or building as commenced or constructed.**

Building Control Acts 1990 and 2007

Regularisation Certificate Statutory Declaration

Building Control Authority:

OFFICIAL USE

Register Ref: _____

I/We _____

of _____

do solemnly and sincerely declare that the drawings, documents and information supplied in relation to the attached application for a Regularisation Certificate for the building as constructed or in respect of works already carried out to date:

pursuant to article 20C of the Building Control Regulations 1997 to 2009 are true and accurate and that the works comply fully with Part B (Fire Safety) of the Second Schedule to the Building Regulations.

I/We solemnly declare to agree to inspection of the works/building by the Building Control Authority in carrying out its functions under the Act.

I/We solemnly declare to abide by any conditions, including conditions to carry out additional work considered appropriate by the Building Control Authority necessary to enable the Authority to issue a Regularisation Certificate.

I/We accept that where the conditions attached to the Regularisation Certificate are not fully complied with to the satisfaction of the Building Control Authority within a period of 4 months from the date of issue of the Regularisation Certificate, the Certificate shall not have effect.

Signed: _____

Dated: _____

Signed in the presence of Commissioner of Oaths:

Name: _____

Address: _____

Signature: _____

Commissioner of Oaths

Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect.

FEE FOR REGULARISATION CERTIFICATE APPLICATION

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

PART A

Application for a Regularisation Certificate in respect of:	
(a) work in connection with the construction or extension of a building.	€500, or €11.60 for each square metre of floor area being provided, whichever is the greater.
(b) work in connection with – (i) the material alteration of the interior of a building. (ii) The material alteration of the external surfaces of a building. (iii) A combination of (i) and (ii) above	€500, or €11.60 for each square metre of relevant floor area, whichever is the greater. €500 €500, or €11.60 for each square metre of relevant floor area, whichever is the greater.
(c) a building in which a material change of use takes place	€500, or €11.60 for each square metre of relevant floor area, whichever is greater.
(d) works on a building, where the building concerned will be used as an agricultural building.	€260, or €3.20 for each square metre in excess of 300 square metres of – (i) gross floor area being provided, or (ii) relevant floor area

PART B

The maximum fee payable to a Building Control Authority in respect of an application for a Regularisation Certificate shall be €50,000.

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

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

Regularisation Certificate

20C

- (1) Where works have been commenced or completed in respect of the construction of a building or an extension of or a material alteration to a building without a fire safety certificate as required under article 12(1) or the submission of a 7 day notice under article 20A(1), an application shall be submitted to a building control authority for a regularisation certificate.
- (2)
 - (a) An application for a regularisation certificate shall be in the form specified for that purpose in the Third Schedule.
 - (b) An application for a regularisation certificate shall be accompanied by—
 - (i) drawings of the relevant works as they have been commenced or constructed, so as to enable the building control authority to assess whether the said works, as commenced or as constructed in accordance with the said drawings, documents and information submitted, will comply or are in compliance, as appropriate, with the requirements of Part B of the Second Schedule to the Building Regulations,
 - (ii) a statutory declaration from the applicant in the form specified for that purpose in the Third Schedule, and
 - (iii) such fee as may from time to time be prescribed for that purpose in Part V.
- (3)
 - (a) On receipt of an application for a regularisation certificate, a building control authority shall—
 - (i) stamp the documents with the date of receipt, and
 - (ii) consider whether the application complies with the requirements of paragraph (2).
 - (b) Where a building control authority consider that an application for a regularisation certificate complies with the requirements of paragraph (2), they shall send to the applicant an acknowledgement stating the date of receipt of the application.
 - (c) Where a building control authority consider that an application for a regularisation certificate does not comply with paragraph (2), they may, as they consider appropriate having regard to the extent of the failure to comply with the said article, by notice in writing—
 - (i) inform the applicant that the application is invalid and cannot be considered by the authority, or

- (ii) require the applicant to furnish such further plans, calculations, specifications or particulars, or such additional fee, as may be necessary to comply with the said paragraph.
 - (d) Where a building control authority serve a notice in accordance with subparagraph (c), they shall return to the applicant all the documents and the fee which accompanied the application.
- (4) Where an application is made to a building control authority for a regularisation certificate, the authority, in considering such application, shall
- (a) be restricted to considering only the extent to which the works, if commenced or as constructed in accordance with the drawings, documents and information submitted, will comply or are in compliance, as appropriate, with the requirements of Part B of the Second Schedule to the Building Regulations, and
 - (b) have due regard to any dispensation or relaxation in respect of, or which is relevant to, the works or building to which the application relates.
- (5) Where a building control authority, having considered an application for a regularisation certificate, are disposed to granting such certificate subject to any modification of the plans, documents or information to which the application relates, they may require the applicant to submit to them revised plans, documents or information providing for such modification and may decide to grant a regularisation certificate in respect of such revised plans, documents or information so submitted.
- (6) (a) A building control authority shall, having considered an application for a regularisation certificate and following an inspection of the building pursuant to paragraph (b), grant such certificate, with or without conditions or refuse to grant the certificate, as the case may be.
- (b) An authorised person shall be entitled to enter at all reasonable times into any land (subject to his producing, if so required, his authority in writing as such person) and thereon enter and inspect, for the purposes of these Regulations, any building and any plans or documents relating to such building.
- (c) In this article, an “authorised person” means a person authorised in writing by a building control authority to be an authorised person for the purposes of these Regulations.
- (d) Subsections (3) to (7) of the Building Control Act 1990 shall apply *mutatis mutandis* as if any reference therein to an authorised person was a reference to an authorised person appointed pursuant to this article.

- (e) A regularisation certificate granted under this Part shall only be construed as specifying, that in the opinion of the building control authority, the works as constructed in accordance with plans, documents and information submitted, comply with the requirements of Part B of the Second Schedule to the Building Regulations, subject to compliance (within a period of 4 months there mentioned) with any conditions attached to the certificate, including conditions as to the carrying out of additional works.

- (7) Where a building control authority decide to grant a regularisation certificate, with or without conditions, the form specified for that purpose in the Fourth Schedule or a form substantially to the like effect, shall be the form of every such certificate and where the regularization certificate is granted subject to conditions, they shall inform the applicant of the reasons therefore.

- (8) Where a building control authority decide to refuse to grant a regularisation certificate, they shall notify the applicant in writing of their decision and the reasons therefor.

- (9) Where a building control authority grant a regularisation certificate with conditions, or refuse to grant a regularisation certificate, they shall notify the applicant that he may appeal to the Board against the decision of the building control authority within the period prescribed in Part VI.”.

Insertion of Part IIIB to the Principal Regulations.

8. The Principal Regulations are amended by inserting the following after article 20C (9)(inserted by Article 7 of these Regulations):