

COMHAIRLE CHONTAE CHILL CHAINNIGH - KILKENNY COUNTY COUNCIL

Tel.: 056 - 7794400

Fax: 056 - 7794425

web: www.kilkennycoco.ie

web: www.fire.kilkennycoco.ie

**Building Control Section (Fire),
Fire Service Headquarters,
Gaol Road,
Kilkenny, R95 R660**

BUILDING CONTROL ACTS, 1990 and 2007

**APPLICATION FOR A
FIRE SAFETY CERTIFICATE**

ALL RELEVANT SECTIONS MUST BE COMPLETED

TO: **Kilkenny County Council,
Kilkenny Fire and Rescue Service,
Building Control Section (Fire),
Fire Service Headquarters,
Gaol Road,
Kilkenny, R95 R660**



Official Use

Date Received on ___ / ___ / ___

Ref. No. **FA** _____ **KK**

Premises ID _____

BCMS Reference No. _____

Date Entered in Register on ___ / ___ / ___

Fee Received €.....

Receipt No.

Date Validated on ___ / ___ / ___

Application is hereby made under Part III of the Building Control Regulations, 1997 and 2015 for a Fire Safety Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.

1. **APPLICANT:** Is the applicant - the Building Owner / The Leaseholder of the building
(tick as appropriate)

NAME of applicant: _____

ADDRESS of applicant: _____

TELEPHONE Number of applicant: _____

SIGNATURE of applicant: _____ DATE _____

Print NAME: _____

Role of Signee: _____

(role within the company / entity where the applicant is a company or organisation)

Owner of works or building (if different to above) _____

NAME _____

ADDRESS _____

2. **Name and address of person/s or firm/s to whom notifications should be forwarded**

Owner / Leaseholder / Designer / Developer / Builder - delete as appropriate

Phone No.: _____ Email: _____

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

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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 alterations
- 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) € _____

8.1. Details of Calculation: _____

8.2. Method of Payment: BCMS Receipt Reference _____

8.3. Other Method of Payment: Cheque / Card / EFT Payment Date: _____

9. Has Planning Permission been applied for Yes / No *(Please tick as appropriate)*

9.1. If Yes – Planning Application No. _____

9.2. Decision of Planning Authority – Granted / Pending / Refused *(Please tick as appropriate)*

9.3. Is application under Appeal to An Coimisiun Pleanála? _____

9.4. If Yes – Appeal Reference No. _____

9.5. Has construction commenced Yes / No *(Please tick as appropriate)*

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QUICK REFERENCE CHECKLIST

DATA PROTECTION NOTICE

Fire Safety Certificates under the Building Control Regulations and
Fire Services Act 1981 and 2003

Data Protection Acts 1988 to 2018

Personal information requested when completing this form will be used for the purpose of assessing and administering your application for a Fire Safety Certificate.

This information may be shared with relevant agencies/bodies 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 understand that Kilkenny County Council may contact other Government Departments including Department of Social Protection, Revenue Commissioners and the Department of Justice to confirm the information provided.

Personal information which you provide may be shared/exchanged with other Government Departments/Agencies in accordance with the law and will be used by Kilkenny County Council and other Agencies to carry out our legal obligations, for the detection of fraud or for the prevention of crime and in relation to compliance with relevant Fire Safety, Building Control and Building Regulation legislations.

Kilkenny 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.*

Further information on how we process your personal information can be obtained [HERE](#).

Signed: _____ Date: _____

Name: _____
(PRINT in Block Capitals)

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QUICK REFERENCE CHECKLIST

(Please tick as appropriate)

- The form of application fully completed and signed
- The Applicant must be the Owner or Leaseholder – which of these applies must be indicated in Section 1 by ticking the appropriate box.
- The Applicant may be a Company, Board of Management, Sports Club or other entity. If this is the case-
 - a) The name of the company or entity should be entered as the 'Name of Applicant',
 - b) The form must be signed by someone within that company or other entity,
 - c) The name of the person signing the form, and their role within that company or entity should be entered in Section 1,
 - d) The contact Phone Number for the person signing the form should be given.

- It is the policy of Kilkenny Fire Authority since 2010 that 'Certificates of Design' for the life safety systems e.g. 'Fire Detection and Alarm Systems' and 'Emergency Lighting Systems' shall be submitted with every fire safety certificate application in order for the application to be considered valid. Yes – both ; Yes – FDAS ; Yes – EL ;
 - Certificate of Design for Fire Detection and Alarm Systems Annex C1 of IS 3218: 2013+A1:2019 Fire detection and alarm systems for buildings - System design, installation, commissioning, servicing and maintenance and Amendment 1: 2019 to be submitted with ALL fire safety certificate applications.
 - Certificate of Design for Emergency Lighting Systems Annex C2 of IS 3217: 2013+A1:2017 Emergency Lighting and Amendment 1: 2017 to be submitted with ALL fire safety certificate applications.

- The correct Fire Safety Certificate application fee
- Two copies of dimensioned site location map (site clearly outlined in red) - indicate location of hydrant(s), number of and size of.
- Two copies of the dimensioned site layout plan
- Two copies of dimensioned detailed drawings of plans, elevations, contiguous elevations, etc.
- Two copies of dimensioned sections
- It shall be confirmed whether this application is in accordance with Article 12 of Building Control Regulations, 1997, SI 496 of 1997? i.e. a person shall not carry out such works or make a material change of use as regards such a building - ... in the absence of a fire safety certificate ... and/or in contravention of any conditions subject to which the certificate is granted.

Yes, this application is in compliance

Article 16 of the Building Control Act 1990/2007 as amended, states "any person who contravenes (by act or omission) any requirement of this Act or of any order, regulation or notice under this Act shall be guilty of an offence.

Article 17 of the Building Control Act 1990/2007 as amended, states 'A person convicted of an offence under the above may be liable to a maximum fine of €50,000.00 and/or imprisonment for a period not exceeding two years.'

- In order to assess whether Technical Guidance Document, Part B, 2006 is applicable to this application during the transition period. Can you please provide details of when the planning application relevant to this same application was lodged with Kilkenny Planning Authorities –
 - Date planning application was lodged: _____
- Are a sufficient number of sections provided?
- Are details of construction marked thereon?
- Do the plans show the name and address of the person who prepared them?
- Do all plans show the north point, scale, legend etc.?
- Where the application relates to an extension, alteration or change of use to an existing building, do the proposed plans clearly differentiate between that which is existing to that which is proposed and has a survey drawing of the existing building been included?
- Do the plans include sufficient details of building in relation to dimensions, widths of escape routes, use and occupancy of rooms, types of construction and details of same?
- Is the application supported by a technical report (2 copies)?

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NOTES FOR GUIDANCE OF APPLICANT

1.0 General

Part III, Article 13 of the Building Control Regulations 1997, provides that an application for a fire safety certificate shall be accompanied by such plans (including a site or layout plan and drawings of floor plans, elevations and sections) in duplicate, calculations, specifications and other particulars as are necessary to:

- (a) Identify and describe the building or works to which the application relates, and
- (b) Enable the building control authority to assess whether the said building or works would, if constructed in accordance with the said plans, calculations, specifications and other particulars, comply with the requirements of Part B of the Second Schedule to the Building Regulations.

The extent to which plans, calculations and specifications 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 sections 2 and 3 can be used as a guideline. Where relevant, all the plans and information listed below should be supplied.

2. Plans Drawings and Maps

All fire safety certificate application drawings should be detailed uniformly in accordance with BS 1635:1990. These should be submitted in duplicate and should where appropriate comply with the following:

All plans and calculations must be expressed in measurements in accordance with S.I. No. 255 of 1992 - European Communities (Units of Measurement) Regulations, 1992.

- (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 (1:2500);
- (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 (m),
 - (iii) location of gateways or other restrictions to widths of vehicular access at, or within the boundaries and indicate the narrowest such width (m), distances of buildings to ALL boundaries (m),
 - (iv) locations of bridges, arches, cables or other overhead restrictions to height of vehicular access and indicate lowest such height,
 - (v) all access points to the building (especially the main entrance),
 - (vi) location and diameter of any/nearest water main or hydrant adjacent to or within the boundaries (the flow in l/s [and dynamic pressure in bar](#) from these hydrants may be requested by the fire authority),
 - (vii) storage compounds and all materials being stored,
 - (viii) location and type of isolation devices for building services, including ESB,
 - (ix) location and diameter of internal rising fire water mains and foam inlet pipes, and
 - (x) location and type of control devices for active fire control systems, i.e. fire alarm panel, etc.
- (c) A plan of each floor and section of each storey, floor and roof of the building, together with drawings of each elevation and contiguous elevation, should show:
 - (i) principal dimensions expressed in metric figures on each floor plan and each elevation,
 - (ii) forms and materials of construction,
 - (iii) periods of fire resistance of elements of structure and fire resisting doors,
 - (iv) intended use and floor areas of each room or space,

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NOTES FOR GUIDANCE OF APPLICANT contd.

- (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, contiguous elevations or other drawings to which paragraph (c) applies should be drawn to an appropriate scale.

3. Calculations, Specifications and Report

- (a) The specifications and calculations should be presented in an A4 report together with the necessary information to show compliance with the Technical Guidance Document B and should include, where applicable, the following:
- (i) fire resistance of elements of structure,
 - (ii) size of fire compartments,
 - (iii) number 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 (l/s or volume stored – m³).

SECTION B1

- Maximum numbers of occupants likely to occupy each floor/space/whole building,
- 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 (area m²),
- Fire resistance of elements of structure,
- Smoke control provisions,
- Cavity barriers and fire stopping.

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NOTES FOR GUIDANCE OF APPLICANT contd.

SECTION B4

- Permitted unprotected areas in external walls.

SECTION B5

- Fire fighting water supply (l/s or volume stored – m³),
- Provision for vehicular access,
- Ventilation provisions for Fire Service.

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

(b) Specifications and details of current engineering codes, standards and technical documents, by reference to which fire safety 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.

(c) Calculations should be submitted, where appropriate, in respect of the following:

4. *Fee payable **€2.90** per square metre (m²) of gross floor area. Area is the internal measurement of the floor area on each floor of the building. Where the area is not an exact multiple of the unit of measurement the fraction of a unit shall be treated as a full unit. Note minimum fee is **€125**. Maximum fee is **€12,500**. In the case of a building proposed to be used for the purpose of agriculture the fee is **€65 or 80c** per square metre (m²) square metre of gross floor area exceeding 300m², whichever is the greater.

Please note that this guide is not a legal interpretation of the Building Control Act 1990 and 2007 and/or the Building Control Regulations 1997 and amendments.

NOTE

The owner/Occupier should ensure that the person carrying out works is competent and has received adequate instruction to complete the task. Furthermore, you should be aware that under Section 11 of the Building Control Act, 1990 and 2007 and Sections 18 and 22 of the Fire Services Acts 1981 and 2003, an inspection may be implemented by an Authorised Officer to ensure that the information provided is true. Any person who wilfully or recklessly gives to an Authorised person or the Fire Authority information, which is false or misleading, shall be guilty of an offence and as such may be liable to prosecution.

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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 Pleanála if dissatisfied with a decision on an application or a condition attached to a fire safety certificate which has been 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 Pleanála,
Floor 3, Block 7,
Irish Life Centre,
Lower Abbey Street,
Dublin 1.
(Tel: 01 – 8728011)

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.

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MAXIMUM AND MINIMUM FEES

1. The maximum fee payable to a Building Control Authority shall be -
 - (a) €3,800 in respect of the submission of a Commencement Notice, and
 - (b) €12,500 in respect of an application for a Fire Safety Certificate.

2. Where the Building Control Authority makes a refund in respect of the submission of a Commencement Notice or an application for a Fire Safety Certificate, the refund shall not be such as to reduce the balance of the fee to less than -
 - (a) €30 in the case of a Commencement Notice, or
 - (b) €125 in the case of an application for a Fire Safety Certificate.

Application for Fire Safety Certificate in respect of	
(a) work in connection with the construction or extension of a building	€125 or €2.90 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	€125 or €2.90 for each square metre of relevant floor area, whichever is the greater.
(ii) the material alteration of the external surfaces of a building	€100
(iii) a combination of (i) and (ii) above	€125 or €2.90 for each square metre of relevant floor area, whichever the greater
(c) a building in which a material change of use takes place	€125 or €2.90 for each square metre of relevant floor area, whichever is the greater
(d) works on a building, where the building concerned will be used as an agricultural building	€65 or 80c for each square metre in excess of 300 square metres of- <ol style="list-style-type: none">(i) gross floor area being provided or(ii) relevant floor area
Appeal to An Bord Pleanála	€250
Copy of a document specified in article 23(3)(a), (b) or (c)	€12.50
Copy of a document specified in article 13(2)(a)	A4 size €0.50c per page A3 size €1.00c per page A0, A1, A2 size €5.00c per drawing