

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

**FORM OF APPLICATION
FOR A REGULARISATION
CERTIFICATE** Article 20C(2)

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



Official Use

Date Received on ___ / ___ / ___

Ref. No. **REGFA** _____ **KK**

Premises ID _____

BCMS Reference No. _____

Date Entered in Register on ___ / ___ / ___

Fee Received €.....

Receipt No.

Date Validated on ___ / ___ / ___

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2015 for a Regularisation Certificate in respect of the works or building to which the accompanying drawings 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. **Location of works or building:** _____

3. Classification of works or building

Construction of new building	YES	NO
Material alteration	YES	NO
Material change of use	YES	NO
Extension to a building	YES	NO

4. Description of works or building:

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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 _____ (number)

(b) Number of storeys above ground level _____ (number)

(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: _____ (date)

Planning Reference No.: _____

9. Construction Details

Date construction started: _____ (date)

Is construction of the building completed? YES NO

Date of completion: _____ (date)

Is the building occupied or operational? YES NO

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) € _____

Details of Calculation: _____

Method of Payment: Cheque / Card / EFT Payment Date: _____

Notes:-

1. This Application Form for a Regularisation Certificate must be accompanied by a fully completed Statutory Declaration.
2. This Application Form must be accompanied by a complete & certified set of drawings for the works or building as commenced or constructed.
3. Fee of €11.60 m² of floor area (min fee €500e and max fee €50,000e)

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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)