

# Seirbhís Dóiteáin agus Tarrthála Chontae Chill Chainnigh



Kilkenny County Council Fire and Rescue Service

## Fire Safety Certificate Assessment and Administration Policy

**BUILDING CONTROL ACT, 1990**  
**BUILDING CONTROL ACT, 2007**  
**BUILDING CONTROL REGULATIONS, 1997**  
**BUILDING CONTROL REGULATIONS, 2009**



August 2011

## Kilkenny County Council



## Fire and Rescue Service

**Report:** Fire Safety Certificate Assessment and  
Administration Policy

**Date:** August 2011

**Prepared:**   
Killian John Hennessy Senior Assistant Chief Fire Officer

**Approved:**   
Ciaran Cormican Chief Fire Officer

**Adopted:** See Manager's Order 2011/081  
For and on behalf of Kilkenny County Council



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Kilkenny County Council Fire/Building Control Authority  
Procedural guide on fire safety certificate administration

**Section 1.0**  
**Managers Order**

**KILKENNY COUNTY COUNCIL**

**COUNTY MANAGER'S ORDER**

**File Ref: C. 27**

**Order No: 81**

**SUBJECT:**

KILKENNY COUNTY COUNCIL  
FIRE AND RESCUE SERVICE

22 AUG 2011

**Report prepared by Killian Hennessy S.A.C.F.O and endorsed by Ciaran Cormican C.F.O, setting out a Fire Safety Certificate Assessment and Administrative Policy arising as a result of the Building Control Regulations of 2009, S.I No 351**

**ORDER:**

**It is hereby ordered that the Fire Safety Certificate Assessment and Administrative Policy arising as a result of the Building Control Regulations of 2009, S.I No 351 is formally adopted as a policy document for the Kilkenny Local Authorities and Kilkenny Fire and Rescue Service.**

Signed

PC

*J. Crockett*  
\_\_\_\_\_  
J. Crockett  
County Manager

Date

*19/8/2011*  
\_\_\_\_\_

## Section 2.0

### Procedure for Fire Safety Certificate Applications (FA)

2.0 On receipt of a fire safety certificate application, FA is date stamped. Fee/Cheque is photocopied for file and receipted in the Receipt Section of Kilkenny County Council. File is entered into the Diamond Fire System (either new premises created or existing premises found and details added). Premises ID number established for ALL future correspondence. Acknowledgment letters to both the applicant and nominated professional are sent out with receipt number for fee.

Acknowledgment letter to contain the following information:

- 2.1.1. Premises ID number
- 2.1.2. File application reference number –e.g. FA10124
- 2.1.3. Receipt number for fee
- 2.1.4. Statement that the premises shall be visited by the assessing fire officer to assess whether this application is valid under Section 12 Building Control Regulations 1997 as amended and to ensure that the correct application type has been lodged.
- 2.1.5. Statement that Kilkenny Fire/Building Control Authority policy deems that file will not be considered valid under 14(2) until all information requested under Section 14(3)(b) has been furnished.

The minimum 'Certificates of Design' for life safety systems and equipment are as follows –

- 2.1.5.1. Fire Detection and Alarm System, 'Certificate of Design', including ALL interfaces, in accordance with Annex C1 (and C4 where applicable) of IS 3218: 2009 *Fire detection and alarm systems for buildings - System design, installation, servicing and maintenance* should be completed.
- 2.1.5.2. Emergency lighting System 'Certificate of Design' in accordance with Annexes B1(a) and B1(b) and B2 of IS 3217: 2008 *Emergency lighting* should be completed.
- 2.1.5.3. This list is not exhaustive: the nature and type of equipment in the premises will dictate the other types of life safety certificates of design that should be submitted with the core application e.g. Lift Installations, Fire Suppression Installations (sprinklers), Gas Installations, smoke control/ventilation systems.

2.2. If applicant is seeking to be exempt from fee under Section 22, then a Registered Charity number must be given or a letter outlining the applicants exempted status under section 22.

2.3. A confirmation letter/e-mail confirming that works have not commenced must be requested if one is not included with the submission, to confirm the application is compliant with Section 12 of the Building Control Regulations 1997.

<b>FA fee is</b> <b>€2.90m<sup>2</sup></b>	<b>RevFA fee is</b> <b>€2.90m<sup>2</sup></b>	<b>7dayFA fee is</b> <b>€5.80m<sup>2</sup></b>	<b>RegFA fee is</b> <b>€11.60m<sup>2</sup></b>
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2.4. A File Note is to be created for each application. Files are created for technical assessment by Fire Officer (FO) and for the Control File (duplicate copy). A schedule of all documentation received with the application must be entered onto the File Note.

2.5. File passed to Senior Assistant Chief Fire Officer designated for administration of fire safety certificate process for allocation to relevant Fire Officer for validation, preferably the same who assessed the parent files (continuity of service). Diamond Fire is updated to show date and to whom file was allocated.

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**Procedure for Fire Safety Certificate Applications (FA) contd.**

**Premises Preliminary Visit (application type verification)**

2.6. The location of works proposed in the application shall be inspected by the Fire Officer to ensure the correct application type has been made and to familiarise the Fire Officer with the premises and location. The detail required for inspection is dependent on the nature of the application that has been made.

Buildings may not need to be entered if it is obvious that the works have / have not commenced from the outside.

Any officer inspecting must ensure they are wearing appropriate PPE and carry identification (authorised persons). Inspection/visit details to be included in File Note.

2.7. Validation of application type shall be carried out with as little delay as possible. A schedule of all documentation received with the application must be entered onto the File Note.

- (a) If the wrong application type has been made all documentation will be returned (including application fee) and the applicant advised of the required application type. It should be noted in the register that the application was returned.
- (b) A copy of the entire application is taken for the file.
- (c) The applicant shall be advised of Section 43 of the Building Control Regulations. The Fire/Building Control Authority may consider initiating proceedings under Section 43 of the Building Control Regulations – ‘Prohibition on opening, operation or occupation of buildings without a fire safety certificate’.
- (d) An application for a Regularisation Fire Safety Certificate shall be lodged to regularise the development.

2.8. If the application type is correct, the date stamped FA is entered into the database and on the Diamond Fire electronic system where the next available number is allocated (FAxxxxx). Validation checks will be carried out as normal (as per Section 13(1) and (2) and further information requests under Section 14(3)). Please be fully aware of the appropriate fees.

<b>FA fee is</b> <b>€2.90m<sup>2</sup></b>	<b>RevFA fee is</b> <b>€2.90m<sup>2</sup></b>	<b>7dayFA fee is</b> <b>€5.80m<sup>2</sup></b>	<b>RegFA fee is</b> <b>€11.60m<sup>2</sup></b>
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2.9. The following suffix will be added to the number where necessary

**Fire Safety Certificate Application - FA**

e.g.

**Fire Safety Certificate Application – FA10123**

Suffixes will not be included on the granted / refused fire safety certificates but will be used in ALL correspondence up to that point.

- e.g. Granted fire safety certificate – FSC10121
- Refusal fire safety certificate – FSC10122
- Managers Order – MO10122

**Further Information Request to make the application VALID**

2.10. Where necessary, Further Information (FI) for the file can be requested under Section 14(3)(b) and Section 16.

**Technical Assessment and Peer Review**

2.11. Technical Assessment will be as normal. Peer review is encouraged for ALL files to ensure consistency amongst assessing Fire Officer and correct interpretation of the codes. It is the responsibility of the Chief Fire Officer to ensure that adequate peer review is being carried out.

2.12. Details of telephone calls, requests for further information (FI), etc to be entered on the File Note.

**Procedure for Fire Safety Certificate Applications (FA) contd.**

### **Valid Letter**

- 2.13. When the further information (if requested) is received, the assessing Fire Officer shall assess this information together with the core submitted file to decide if the file is valid and inform Administration staff of this via email for an update of the file status on Diamond Fire. This email shall be printed out and placed on both the technical assessment file and the Control File (duplicate copy) and electronically attached to the premises ID file within Diamond Fire. The Administration staff will issue the Valid File Letter to both the applicant and the nominated professional as per the application form.
- 2.14. After the technical assessment of the submitted file, the assessing officer shall make a recommendation of the file (grant, grant with conditions, refusal with reasons)
- 2.15. On completion, all files (*other than regularisation fire safety certificate files*) shall be filed in the file store in fire service headquarters and in the archive store with ALL other fire safety certificate control files (duplicate copy).

### **Digital Scanning**

- 2.16. In March of the following year, ALL of the Control Files (duplicate copy) shall be sent for digital scanning, digital archive and inputting into the Diamond Fire Database Server for future reference.
- 2.17. Key Step-by-step procedure –
  - 2.17.1. Receipt letter by Administration staff
  - 2.17.2. Site inspection by Fire Officer (familiarisation visit – confirm Section 12 compliance) and application type verification
  - 2.17.3. Technical assessment of the file by Fire Officer
  - 2.17.4. Further Information request where necessary under Section 14(3)(b)
  - 2.17.5. File is deemed valid under Section 14(2)
  - 2.17.6. Valid letter by Administration staff
  - 2.17.7. Recommendation of decision to grant, grant with conditions or refuse with reasons the file shall be made by assessing Fire Officer.
  - 2.17.8. File is then processed through administration process as per normal.



### Section 3.0

#### Procedure for **REVISED** Fire Safety Certificate Applications (RevFA)

3.0 On receipt of a revised fire safety certificate application, RevFA is date stamped. Fee/Cheque is photocopied for file and receipted in the Receipt Section of Kilkenny County Council. File is entered into the Diamond Fire System (existing premises found and details added). Premises ID number established for ALL future correspondence. Acknowledgment letters to both the applicant and nominated professional are sent out with receipt number for fee.

Acknowledgment letter to contain the following information:

- 3.1.1. Premises ID number
- 3.1.2. File application reference number –e.g. RevFA10124
- 3.1.3. Receipt number for fee
- 3.1.4. Statement that the premises shall be visited by the assessing fire officer to assess whether this application is valid under Section 20B(1)(b) Building Control Regulations 1997 as amended and to ensure that the correct application type has been lodged.
- 3.1.5. Statement that Kilkenny Fire/Building Control Authority policy deems that file will not be considered valid under 20B(2) and (3) until all information requested under Section 20B(4)(C)(ii) has been furnished.

The minimum 'Certificates of Design' for life safety systems and equipment are as follows –

- 3.1.5.1. Fire Detection and Alarm System, 'Certificate of Design', including ALL interfaces, in accordance with Annex C1 (and C4 where applicable) of IS 3218: 2009 *Fire detection and alarm systems for buildings - System design, installation, servicing and maintenance* should be completed.
- 3.1.5.2. Emergency lighting System 'Certificate of Design' in accordance with Annexes B1(a) and B1(b) and B2 of IS 3217: 2008 *Emergency lighting* should be completed.
- 3.1.6. This list is not exhaustive: the nature and type of equipment in the premises will dictate the other types of life safety certificate of design that should be submitted with the core application e.g. Lift Installations, Fire Suppression Installations (sprinklers), Gas Installations.

Note - On the Revised Fire Safety Certificate application form section 1.0 details of granted planning permission and dates of same SHALL be completed. Failure to complete the application forms fully will invalidate the application.

- 3.2. If applicant is seeking to be exempt from fee under Section 22, then a Registered Charity number must be given or a letter outlining the applicants exempted status under section 22.
- 3.3. A confirmation letter/e-mail confirming that works have not commenced must be requested if one is not included with the submission i.e. to confirm the application is compliant with Section 12 of the Building Control Regulations 1997.

FA fee is €2.90m <sup>2</sup>	<b>RevFA fee is</b> <b>€2.90m<sup>2</sup></b>	7dayFA fee is €5.80m <sup>2</sup>	RegFA fee is €11.60m <sup>2</sup>
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- 3.4. A File Note is to be created for each application. Files are created for technical assessment by Fire Officer (FO) and for the Control Files (duplicate copy). A schedule of all documentation received with the application must be entered onto the File Note.
- 3.5. File passed to Senior Assistant Chief Fire Officer designated for administration of fire safety certificate process for allocation to relevant Fire Officer for validation, preferably the same who assessed the parent files (continuity of service). Diamond Fire is updated to show date and to whom file was allocated.

**Procedure for REVISED Fire Safety Certificate Applications (RevFA)**

**Premises Preliminary Visit (application type verification)**

3.6. The location of works proposed in the application shall be inspected by the Fire Officer to ensure the correct application type has been made and to familiarise the Fire Officer with the premises and location. The detail required for inspection is dependent on the nature of the application that has been made.

Buildings may not need to be entered if it is obvious that the works have / have not commenced from the outside.

Any officer inspecting must ensure they are wearing appropriate PPE and carry identification (authorised persons). Inspection/visit details to be included in File Note.

3.7. Validation shall be carried out with as little delay as possible. A schedule of all documentation received with the application must be entered onto the File Note.

- (a) If the wrong application type has been made all documentation will be returned (including application fee) and the applicant advised of the required application type. It should be noted in the register that the application was returned.
- (b) A copy of the entire application is taken for the file.
- (c) The applicant shall be advised of Section 43 of the Building Control Regulations. The Fire/Building Control Authority may consider initiating proceedings under Section 43 of the Building Control Regulations – ‘Prohibition on opening, operation or occupation of buildings without a fire safety certificate’.
- (d) An application for a Regularisation Fire Safety Certificate shall be lodged to regularise the development.

3.8. If the application type is correct, the date stamped RevFA is entered into the database and on the Diamond Fire electronic system where the next available number is allocated (REVFAxxxxx). Validation checks will be carried out as normal (as per Section 20(B)(2) and (3) and further information requests under Section 20(B)(4)(c)). Please be fully aware of the appropriate fees.

FA fee is €2.90m <sup>2</sup>	<b>RevFA fee is €2.90m<sup>2</sup></b>	7dayFA fee is €5.80m <sup>2</sup>	RegFA fee is €11.60m <sup>2</sup>
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3.9. The following suffix will be added to the number where necessary

Fire Safety Certificate - FA

**Revised Fire Safety Certificate Application – RevFA**

e.g.

*Fire Safety Certificate – FA10123*

***Revised Fire Safety Certificate Application – RevFA10125***

Suffixes will not be included on the granted / refused fire safety certificates but will be used in ALL correspondence up to that point.

- e.g. Granted fire safety certificate – FSC10125
- Refusal fire safety certificate – FSC10122
- Managers Order – MO10122

**Further Information Request to make the application VALID**

3.10. Where necessary, Further Information (FI) for the file can be requested under Section 20(B)(4)(c) and Section 16.

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**Procedure for REVISED Fire Safety Certificate Applications (RevFA)**

**Technical Assessment and Peer Review**

- 3.11. Technical Assessment will be as normal. Peer review is encouraged for ALL files to ensure consistency amongst assessing Fire Officer and correct interpretation of the codes. It is the responsibility of the Chief Fire Officer to ensure that adequate peer review is being carried out.
- 3.12. Details of telephone calls, requests for further information (FI), etc to be entered on the File Note.

**Valid Letter**

- 3.13. When the further information (if requested) is received the assessing Fire Officer shall assess this information together with the core submitted file to decide if the file is valid and inform Administration staff of this via email for an update of the file status on Diamond Fire. This email shall be printed out and placed on both the technical assessment file and the Control File (duplicate copy) and electronically attached to the premises ID file within Diamond Fire. The Administration staff will issue the Valid File Letter to both the applicant and the nominated professional as per the application form.
- 3.14. After the technical assessment of the submitted file, the assessing officer shall make a recommendation of the file (grant, grant with conditions, refusal with reasons)
- 3.15. On completion, all files (*other than regularisation fire safety certificate files*) shall be filed in the file store in fire service headquarters and in the archive store with ALL other fire safety certificate control files (duplicate copy).

**Digital Scanning**

- 3.16. In March of the following year, ALL of the Control Files (duplicate copy) shall be sent for digital scanning, digital archive and inputting into the Diamond Fire Database Server for future reference.
- 3.17. Key Step-by-step procedure –
- 3.17.1. Receipt letter by Administration staff
  - 3.17.2. Site inspection by Fire Officer (familiarisation visit – confirm Section 12 compliance) and application type verification
  - 3.17.3. Technical assessment of the file by Fire Officer
  - 3.17.4. Further Information request where necessary
  - 3.17.5. File is deemed valid under Section 20(B)(4)(b)
  - 3.17.6. Valid letter by Administration staff
  - 3.17.7. Recommendation of decision to grant, grant with conditions or refuse with reasons the file shall be made by assessing Fire Officer.
  - 3.17.8. File is then processed through administration process as per normal.

## Section 4.0

### Procedure for 7-day Fire Safety Certificate Applications (7dayFA)

4.0 On receipt of a 7-day Fire Safety Certificate application, 7dayFA is date stamped. Fee/Cheque is photocopied for file and receipted in the Receipt Section of Kilkenny County Council. File is entered into the Diamond Fire System (either new premises created or existing premises found and details added). Premises ID number established for ALL future correspondence. Acknowledgment letters to both the applicant and nominated professional are sent out with receipt number for fee.

Acknowledgment letter to contain the following information:

- 4.1.1. Premises ID number
- 4.1.2. File application reference number –e.g. 7dayFA10124
- 4.1.3. Receipt number for fee
- 4.1.4. Statement that the premises shall be visited by the assessing fire officer to assess whether this application is valid under Section 20A(1) Building Control Regulations 1997 as amended and to ensure that the correct application type has been lodged.
- 4.1.5. Statement that Kilkenny Fire/Building Control Authority policy deems that file will not be considered valid under 20A(2) until all information requested under Section 20A(3)(C)(ii) has been furnished.

The minimum 'Certificates of Design' for life safety systems and equipment are as follows –

- 4.1.5.1. Fire Detection and Alarm System, 'Certificate of Design', including ALL interfaces, in accordance with Annex C1 (and C4 where applicable) of IS 3218: 2009 *Fire detection and alarm systems for buildings - System design, installation, servicing and maintenance* should be completed.
- 4.1.5.2. Emergency lighting System 'Certificate of Design' in accordance with Annexes B1(a) and B1(b) and B2 of IS 3217: 2008 *Emergency lighting* should be completed.
- 4.1.5.3. This list is not exhaustive: the nature and type of equipment in the premises will dictate the other types of life safety certificate of design that should be submitted with the core application e.g. Lift Installations, Fire Suppression Installations (sprinklers), Gas Installations.
- 4.1.6. The appropriate application forms for this application type are-
  - 4.1.6.1. 7-Day Notice application, and
  - 4.1.6.2. 7-Day Notice statutory declaration

Note - On the 7-Day Notice application form section 2.0 details of granted planning permission and dates of same SHALL be completed. Failure to complete the application forms fully will invalidate the application.

- 4.1. If applicant is seeking to be exempt from fee under Section 22, then a Registered Charity number must be given or a letter outlining the applicants exempted status under section 22.
- 4.2. A confirmation letter/e-mail confirming that works have not commenced must be requested if one is not included with the submission i.e. to confirm the application is compliant with Section 12(3) of the Building Control Regulations 1997.

FA fee is €2.90m <sup>2</sup>	RevFA fee is €2.90m <sup>2</sup>	<b>7dayFA fee is €5.80m<sup>2</sup></b>	RegFA fee is €11.60m <sup>2</sup>
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- 4.3. A File Note is to be created for each application. Files are created for technical assessment by Fire Officer (FO) and for the Control Files (duplicate copy). A schedule of all documentation received with the application must be entered onto the File Note.
- 4.4. File passed to Senior Assistant Chief Fire Officer designated for administration of fire safety certificate process for allocation to relevant Fire Officer for validation, preferably the same who assessed the parent files (continuity of service). Diamond Fire is updated to show date and to whom file was allocated.

### Procedure for 7-day Fire Safety Certificate Applications (7dayFA)

**Premises Preliminary Visit (application type verification)**

- 4.5. Application File type shall be confirmed as **valid or invalid** within 7 days of receipt of application, as per section 20A(3)(c).
- 4.6. The location of works proposed in the application shall be inspected by the Fire Officer to ensure the correct application type has been made and to familiarise the Fire Officer with the premises and location. The detail required for inspection is dependent on the nature of the application that has been made.  
Buildings may not need to be entered if it is obvious that the works have / have not commenced from the outside. Any officer inspecting must ensure they are wearing appropriate PPE and carry identification (authorised persons). Inspection/visit details to be included in File Note.
- 4.7. Validation shall be carried out with as little delay as possible. A schedule of all documentation received with the application must be entered onto the File Note.
- (a) If the wrong application type has been made all documentation will be returned (including application fee) and the applicant advised of the required application type. It should be noted in the register that the application was returned.
  - (b) A copy of the entire application is taken for the file.
  - (c) The applicant shall be advised of Section 43 of the Building Control Regulations. The Fire/Building Control Authority may consider initiating proceedings under Section 43 of the Building Control Regulations – ‘Prohibition on opening, operation or occupation of buildings without a fire safety certificate’.
  - (d) An application for a Regularisation Fire Safety Certificate shall be lodged to regularise the development.
- 4.8. If the application type is correct, the date stamped 7dayFA is entered into the database and on the Diamond Fire electronic system where the next available number is allocated (7DAYFAxxxxx). Validation checks will be carried out as normal (as per Section 20(A)(2) and (3) and further information requests under Section 20(A)(3) and Section 16). Please be fully aware of the appropriate fees.

FA fee is €2.90m <sup>2</sup>	RevFA fee is €2.90m <sup>2</sup>	<b>7dayFA fee is €5.80m<sup>2</sup></b>	RegFA fee is €11.60m <sup>2</sup>
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- 4.9. The following suffix will be added to the number where necessary  
Fire Safety Certificate - FA  
**Seven Day Notice Fire Safety Certificate Application – 7dayFA**  
e.g.  
*Fire Safety Certificate – FA10123*  
**Seven Day Notice Fire Safety Certificate Application – 7dayFA10124**

Suffixes will not be included on the granted / refused fire safety certificates but will be used in ALL correspondence up to that point.

- e.g. Granted fire safety certificate – FSC10125
- Refusal fire safety certificate – FSC10122
- Managers Order – MO10122

**Further Information Request to make the application VALID**

- 4.10. Where necessary, Further Information (FI) for the file can be requested under Section 20A(3)(c)(ii) and Section 16.

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### Procedure for 7-day Fire Safety Certificate Applications (7dayFA)

#### Technical Assessment and Peer Review

- 4.11. Technical Assessment will be as normal. Peer review is encouraged for ALL files to ensure consistency amongst assessing Fire Officer and correct interpretation of the codes. It is the responsibility of the Chief Fire Officer to ensure that adequate peer review is being carried out.
- 4.12. Details of telephone calls, requests for further information (FI), etc to be entered on the File Note.

#### Valid Letter

- 4.13. When the further information (if requested) is received the assessing Fire Officer shall assess this information together with the core submitted file to decide if the file is valid and inform Administration staff of this via email for an update of the file status on Diamond Fire. This email shall be printed out and placed on both the technical assessment file and the Control File (duplicate copy) and electronically attached to the premises ID file within Diamond Fire. The Administration staff will issue the Valid File Letter to both the applicant and the nominated professional as per the application form.
- 4.14. After the technical assessment of the submitted file, the assessing officer shall make a recommendation of the file (grant, grant with conditions, refusal with reasons)
- 4.15. On completion, all files (*other than regularisation fire safety certificate files*) shall be filed in the file store in fire service headquarters and in the archive store with ALL other fire safety certificate control files (duplicate copy).

#### Digital Scanning

- 4.16. In March of the following year, ALL of the Control File (duplicate copy) shall be sent for digital scanning, digital archive and inputting into the Diamond Fire Database Server for future reference.
- 4.17. Key Step-by-step procedure –
- (a) Receipt letter by Administration staff
  - (b) Site inspection by Fire Officer (familiarisation visit – confirm Section 12(3) compliance) and application type verification **within 7 days.**
  - (c) Application File Type is confirmed as valid or invalid within 7 days of receipt of application under Section 20A(1)
  - (d) Technical assessment of the file by Fire Officer.
  - (e) Further Information request where necessary.
  - (f) File is deemed valid under Section 20A(3)(b).
  - (g) Valid letter by Administration staff.
  - (h) Recommendation of decision to grant, grant with conditions or refuse with reasons the file shall be made by assessing Fire Officer.
  - (i) File is then processed through administration process as per normal.

**NOTE** – All communications must be followed up in writing within fourteen (14no) days, as per section 20A(3)(e)

## Section 5.0

### Procedure for Regularisation Fire Safety Certificate Applications (RegFA)

5.0 On receipt of a Regularisation Fire Safety Certificate application, RegFA is date stamped. Fee/Cheque is photocopied for file and receipted in the Receipt Section of Kilkenny County Council. File is entered into the Diamond Fire System (either new premises created or existing premises found and details added). Premises ID number established for ALL future correspondence. Acknowledgment letters to both the applicant and nominated professional are sent out with receipt number for fee.

Acknowledge letter to contain the following information:

- 5.1.1. Premises ID number
- 5.1.2. File application reference number –e.g. RegFA10124
- 5.1.3. Receipt number for fee
- 5.1.4. Statement that Kilkenny Fire/Building Control Authority policy deems that file will not be considered valid under 20C(2) until all information requested under Section 20C(3)(c)(ii) has been furnished.
  - 5.1.4.1. Certificates of compliance with Part B (Fire Safety) of the Irish Building Regulations shall be submitted to Kilkenny Fire/Building Control Authority with the core regularisation fire safety certificate application under Section 20C(2)(b)(i) of the Building Control Regulations, 2009.
  - 5.1.4.2. The complete assessment of the application cannot be progressed until construction is complete and the suite of Certificates of compliance with Part B (Fire Safety) of the Irish Building Regulations are submitted to Kilkenny Fire/Building Control Authority.
  - 5.1.4.3. The certificates of compliance are a suite of documents attesting to compliance of all works with respect Part B (Fire Safety) of the Irish Building Regulations. Certificates of Compliance for ALL life safety systems and equipment are as itemised in Appendix A.
- 5.1.5. The appropriate application forms for this application type are-
  - 5.1.5.1. Application for a regularisation certificate, and
  - 5.1.5.2. Regularisation certificate statutory declaration

Note - On the regularisation certificate application form sections 8.0 and 9.0 details of granted planning permission and dates of same SHALL be completed. Failure to complete the application forms fully will invalidate the application.

- 5.2. If applicant is seeking to be exempt from fee under Section 22, then a Registered Charity number must be given or a letter outlining the applicants exempted status under section 22.
- 5.3. A File Note is to be created for each application. Files are created for technical assessment by Fire Officer (FO) and for the Control Files (duplicate copy). A schedule of all documentation received with the application must be entered onto the File Note.
- 5.4. File passed to Senior Assistant Chief Fire Officer designated for administration of fire safety certificate process for allocation to relevant Fire Officer for validation, preferably the same who assessed the parent files (continuity of service). Diamond Fire is updated to show date and to whom file was allocated.
- 5.5. Validation shall be carried out with as little delay as possible. A schedule of all documentation received with the application must be entered onto the File Note.
- 5.6. If the wrong application type has been made all documentation (including fee) must be returned and the applicant advised of the required application type. This should be noted in register that the application was returned. A copy of the entire application is taken for the file.

FA fee is €2.90m <sup>2</sup>	RevFA fee is €2.90m <sup>2</sup>	7dayFA fee is €5.80m <sup>2</sup>	RegFA fee is €11.60m <sup>2</sup>
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### Procedure for Regularisation Fire Safety Certificate Applications (RegFA) contd.

### **Premises Preliminary Visit (application type verification)**

5.7. The location of works proposed in the application shall be inspected by the Fire Officer to ensure the correct application type has been made and to familiarise the Fire Officer with the premises and location. The details required for inspection is dependent on the nature of the application that has been made.

Buildings may not need to be entered if it is obvious that the works have commenced from the outside. Any officer inspecting must ensure they are wearing appropriate PPE and carry identification (authorised persons). Inspection details to be included in the File Note.

5.8. If the application type is correct, the date stamped RegFA is entered into the database and on the Diamond Fire electronic system where the next available application number is allocated (REGFAxxxxx). Validation checks will be carried out as normal (as per Section 20C(2) and (3) and further information requests under Section 20C(3) and (5)). Please be fully aware of the appropriate fees.

5.9. A regularisation certificate can only be granted when the works are certified as being complete. NOTE – This is Kilkenny Fire/Building Control Authority Policy.

5.10. The following suffix will be added to the number where necessary:

Fire Safety Certificate - FA

**Regularisation Fire Safety Certificate Application – RegFA**

e.g.

*Fire Safety Certificate – FA10123*

**Regularisation Fire Safety Certificate Application – RegFA10126**

Suffixes will not be included on the granted / refused fire safety certificates but will be used in ALL correspondence up to that point.

e.g. Granted fire safety certificate – FSC10121

Refusal fire safety certificate – FSC10122

Managers Order – MO10122

### **Further Information Request to make the application VALID**

5.11. Where necessary, Further Information (FI) for the file can be requested under Section 20C(3)(c)(ii) and 20C(5).

5.12. A regularisation certificate can only be granted when the works are certified as being complete. NOTE – this is Kilkenny Fire/Building Control Authority Policy.

### **Technical Assessment and Peer Review**

5.13. Technical Assessment will be as normal. Peer review is encouraged for ALL files to ensure consistency amongst assessing Fire Officer and correct interpretation of the codes. It is the responsibility of the Chief Fire Officer to ensure that adequate peer review is being carried out.

5.14. Details of telephone calls, requests for further information, time extensions etc to be entered on the File Note.

5.15. After the technical assessment of the submitted file a regularisation fire safety certificate will require an inspection as per Section 20C(6) before the file is recommended for decision either grant, grant with conditions or refusal with reasons. **It is advised that a number of digital photographs are taken during this inspection of the premises both internally of key life safety items and the external façade of the premises (all elevations).**



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**Procedure for Regularisation Fire Safety Certificate Applications (RegFA) contd.**

- 5.16.A regularisation certificate can only be granted when the works are certified as being complete.  
NOTE – This is Kilkenny Fire/Building Control Authority Policy.

**Valid Letter**

- 5.17.Before a regularisation fire safety certificate can be deemed valid by Kilkenny Fire/Building Control Authority, a suite certificates of compliance is required, see Appendix A and 5.1.4.2 above. (The certificates of compliance are a suite of documents attesting to compliance of all works with respect Part B (Fire Safety) of the Irish Building Regulations).
- 5.18.Key Step-by-step procedure -
- 5.18.1. Receipt letter by Administration staff
  - 5.18.2. Pre-Validation letter by Assessing Officer and Administration staff
    - 5.18.2.1. Suite of Certificates of Compliance with Part B (Fire Safety) of the Irish Building Regulations shall be submitted to Kilkenny Fire Authority as per Appendix A.
  - 5.18.3. Site inspection by Fire Officer (familiarisation visit) – application type verification
  - 5.18.4. Suite of Certificates of Compliance as requested with the Pre-Validation Letter under Section 20C(3)(c)(ii) is received
  - 5.18.5. Technical assessment of the file by Fire Officer
  - 5.18.6. Formal Site Inspection by Fire Officer
  - 5.18.7. Recommendation of decision to grant, grant with conditions or refuse with reasons the file shall be made by assessing Fire Officer.
  - 5.18.8. File is deemed valid under Section 20C(3)(b)
  - 5.18.9. File is then processed through administration process as per normal.
  - 5.18.10. Formal Site Re-Inspection by Fire Officer 4-months later.
  - 5.18.11. Letter to applicant informing them of status of 4-month inspection, any adverse findings, etc...
- 5.19.On completion, all files shall be filed in the file store in fire service headquarters and in the Archive Store for ALL the Control Files (duplicate copy).

**Digital Scanning**

- 5.20.In March of the following year, ALL of the Control File (duplicate copy) shall be sent for digital scanning, digital archive and inputting into the Diamond Fire Database Server for future reference.

**4-Month Follow-Up Inspection**

- 5.21.Regularisation fire safety certificate to be returned to relevant Fire Officer for further inspection at 4 month stage. This subsequent inspection shall be carried out within two weeks of the four month period expiring. **It is advised that a number of digital photographs are taken during this inspection of the premises both internally of key life safety items and the external façade of the premises (all elevations).**
- 5.22.Following the 4-month inspection, if the applicant/development is found not to be in compliance with the granted (with conditions) regularisation fire safety certificate, under Section 20C(6)(e) of the regulations the issued regularisation fire safety certificate is deemed void.

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**Procedure for Regularisation Fire Safety Certificate Applications (RegFA) contd.**

**Enforcement**

5.23. If adverse findings are observed during the 4 month stage inspection, then Fire/Building Control Authority may initiate proceeding under Section 43 of the Building Control Regulations and notified the applicant and the premises owner/occupier.

**‘Prohibition on opening, operation or occupation of buildings without a regularisation fire safety certificate’.**

*“43.(1) A new building or an existing building in respect of which an extension or a material alteration has been made, shall not be opened, operated or occupied or permitted to be opened, operated or occupied,*

*(i) unless a fire safety certificate, a disability access certificate (or, as the case may be a revised certificate of either kind) or a regularisation certificate required by these Regulations has been granted by the building control authority in relation to the building, or*

*(ii) if such appeal is made to it, pending the determination by An Bord Pleanála of an appeal relating to a refusal to grant any of the certificates or revised certificates referred to in clause (i) or the attachment of conditions to any of them.”*

*(2) It is declared that an offence contrary to article 43(1) of these Regulations is an offence to which section 17(2) of the Act applies.”*

Kilkenny County Council Fire/Building Control Authority  
Procedural guide on fire safety certificate administration

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## Section 6.0 – Nomenclature

### **Building Control Act 1990 + 2007**

**"building"** includes part of a building and any class or classes of structure which are prescribed by the Minister to be a building for the purposes of this Act;

**"construction"** includes the execution of works in connection with buildings and any act or operation necessary for or related to the construction, extension, alteration, repair or renewal of a building and "constructed" shall be construed accordingly;

**"design"** includes the preparation of plans, particulars, drawings, specifications, calculations and other expressions of purpose according to which the construction, extension, alteration, repair or renewal concerned is to be executed and "designed" shall be construed accordingly;

**"works"** includes any act or operation in connection with the construction, extension, alteration, repair or renewal of a building.

### **Building Control Regulations 1997 + 2010**

**"fire safety certificate"** includes a certificate referred to in section 6(2)(a)(ii) of the Act;

**"material alteration"** means an alteration (other than a repair or renewal), where the work, or any part of the work, carried out by itself would be subject to a requirement of Part A or B of the Second Schedule to the Building Regulations;

**"material change of use"** means—

- (a) a change of use, deemed by section 3(3) of the Act to be a material change of use, takes place, or
- (b) a building which was not being used as—
  - (i) a day centre, becomes so used, or
  - (ii) a hotel, hostel or guest building, becomes so used, or
  - (iii) an industrial building, becomes so used, or
  - (iv) an institutional building, becomes so used, or
  - (v) an office (which is not ancillary to the primary use of the building), becomes so used, or
  - (vi) a place of assembly, becomes so used, or
  - (vii) a shop (which is not ancillary to the primary use of the building), becomes so used, or
  - (viii) a shopping centre, becomes so used;

**"regularisation certificate"** means a certificate referred to in section 6(2)(a)(vii) of the Act;

**"revised fire safety certificate"** means a certificate referred to in section 6(2)(a)(vi) and section 6(2)(a)(x) of the Act;

**"repair or renewal"** means works of maintenance or restoration of a routine nature relating to—

- (a) the keeping of a building in good condition or working order, or
- (b) the return of the fabric of a building to its original condition;

**"7 day notice"** means a notice referred to in section 6(2)(a)(iv) of the Act;

**"7 day notice statutory declaration"** means a statutory declaration referred to in section 6(2)(a)(v) of the Act

### **Qualifications (Education and Training) Act 1999**

**"competent person"** means a person having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken, taking account, as appropriate, of the framework of qualifications referred to in the Qualifications (Education and Training) Act 1999, No 26 of 1999.

## Section 7.0

### References

1. No. 30 of 1981, Fire Services Act, 1981 as amended.
2. SI No. 249 of 1985, Fire Safety in Places of Assembly (Ease of Escape), Regulations, 1985.
3. No. 3 of 1990, Building Control Act, 1990.
4. SI No. 496 of 1997, Part II, Building Control Regulations.
5. SI No. 497 of 1997, Building Regulations 1997, Technical Guidance Documents, *specifically Part B*.
6. No. 26 of 1999, Qualifications (Education and Training) Act 1999
7. No. 15 of 2003, Part III, Licensing of Indoor Events Act, 2003
8. No. 21 of 2007, Building Control Act, 2007.
9. SI No. 351 of 2009, Part III, Building Control Regulations.
10. IS 3218: 2009, Fire Detection & Fire Alarm Systems for Buildings - System Design, Installation, Servicing and Maintenance.
  - a. Previous standard now revoked - IS 3218: 1989, Code of Practice for Fire Detection and Alarm Systems for Buildings – System Design, Installation and Servicing.
11. IS 3217: 2008, Emergency Lighting.
  - a. Previous standard now revoked - IS 3217: 1989, Code of Practice for Emergency Lighting.
12. Department of Environment, Heritage and Local Government, Code of Practice for the Management of Fire Safety in places of Assembly, 1989.
13. Department of Environment, Heritage and Local Government, Code of Practice for fire safety of Furnishings and Fittings in Places of Assembly, 1989.
14. Kilkenny Fire and Rescue Service – “Specification for Fire Hydrants and Water Supplies” dated June 2005.

**Section 8.0**  
**Appendices**

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## Appendix A

Some of the Certificates of Compliance for life safety systems and equipment are as follows –

1. Practical Completion Certificate, (*Royal Institute of Architects of Ireland (RIAI) and/or Engineers Ireland (IEI) and/or equivalent approved versions of certificates to be signed by a Registered Architect or Chartered Engineer*).
2. Certificates of Compliance with respect Part B (Fire Safety) of the Irish Building Regulations (SI 497 of 1997), (*Royal Institute of Architects of Ireland (RIAI) and/or Engineers Ireland (IEI) and/or equivalent approved versions of certificates to be signed by a Registered Architect or Chartered Engineer*).
3. Certificates of Compliance with respect to the Fire Safety Certificate as submitted (*Royal Institute of Architects of Ireland (RIAI) and/or Engineers Ireland (IEI) and/or equivalent approved versions of certificates to be signed by a Registered Architect or Chartered Engineer*).
4. Certificates of Compliance for the Fire Detection and Alarm System, including ALL interfaces, in accordance with Annex C1 to C7 and D1 to D2 of IS 3218: 2009 *Fire detection and alarm systems for buildings - System design, installation, servicing and maintenance*
5. Certificates of Compliance for the Emergency lighting System in accordance with Annex B + C of IS 3217: 2008 *Emergency lighting*.
6. Electrical Installations in accordance with Electrical Installations (ET 101) as published by the Electro-Technical Council of Ireland (ETCI). The certification(s) of the whole electrical installation within these premises shall be presented to the fire authority for file purposes, as per Annex 62A 'Periodic Inspection Report for an Electrical Installation'
7. *First-aid fire fighting equipment in accordance with IS 291: 2002 The use, siting, inspection and maintenance of portable fire extinguishers.*
8. TGD-B Fire Safety of the Irish Building Regulations Section B.0.1.6 makes reference to 'the assumption that there will be an adequate level of fire safety management when the building is in use'. Kilkenny Fire Authority is of the view that a 'fire safety register' is complementary to safe systems of works and best practice guidance protocol.
  - a. *'Fire Safety Register' in accordance with the Code of Practice for the Management of Fire Safety in places of Assembly, 1989 Edition.*  
*Note - Fire Safety Registers are available from Kilkenny Fire and Rescue Service, Fire Service Headquarters.*
9. Lift Installations, if applicable
10. Disabled Refuge Installations, if applicable
11. Gas Installations, if applicable
12. HVAC Systems, if applicable
13. Smoke Control Systems, if applicable
14. Smoke Ventilation Systems, if applicable
15. Sprinkler Systems, if applicable
16. CCTV systems, if applicable
17. Fire Control Centres, if applicable
18. Sprinkler Installations, if applicable
19. Dry and Wet Risers Installations, if applicable
20. Static storage and signage thereof, if applicable
21. Fire Hydrants and associated on-site ring main systems, if applicable

Note this list of not exhaustive and is not in any order of preference.

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**Appendix B**

**This letter was sent to ALL 141 no engineering and architectural consultants on the DIAMOND FIRE database.**

**Comhairle Chontae Chill Chainnigh  
Seirbhís Dóiteáin agus Tarrthála**

Ceanncheathrú na Seirbhísí Dóiteáin  
Bothar an Phríosúin, Chill Chainnigh.



**Kilkenny County Council  
Fire and Rescue Service**

Fire Service Headquarters  
Gaul Road, Kilkenny.



Preventing – Protecting – Responding

7<sup>th</sup> December 2010

**RE: Kilkenny Fire/Building Control Authority amended policy for validation of Fire Safety Certificate applications from February 2011**

A Chara,

Kilkenny Fire/Building Control Authority have been reviewing current best practice with regard the fire safety certificate applications being submitted to the authority under the [1] Building Control Act 1990 as amended; [2] Building Control Regulations 1997 (SI 496 of 1997) and Building Control Regulations 2009 (SI 351 of 2009).

The fire safety certificate process is an assessment of the building design whether it is a new building, a material alteration, a change of use or an extension.

Kilkenny Fire/Building Control Authority is taking this opportunity to write to practices of the forthcoming changes to the validation process for ALL fire safety certificates.

In brief these changes are as follows Kilkenny Fire/Building Control Authority shall require the following-

- a) Certificate of Design for Fire Detection and Alarm Systems Annex C1 of IS 3218: 2009 *Fire detection and alarm systems for buildings - System design, installation, servicing and maintenance* to be submitted with ALL fire safety certificate applications from 1<sup>st</sup> February 2011.
- b) Certificate of Design for Emergency Lighting Systems Annex B.1b of IS 3217: 2008 *Emergency Lighting* to be submitted with ALL fire safety certificate applications from 1<sup>st</sup> February 2011.

In Technical Guidance Document, Part B, Fire Safety, 2006, Fire Detection and Alarm Systems are addressed under Section 1.4.14 and Emergency Lighting Systems are addressed under Section 1.4.8.

Kilkenny Fire/Building Control Authority is of the view that these two life safety systems are critical to the overall fire safety ethos in most developments and the appropriate design of these systems should be commenced at an early stage among the 'professional design team' collaboration.

With regards to IS 3217: 2008 *Emergency Lighting* minimum qualifications are prescribed in the standard under Annex B2 and the moratorium of two years under B.2c. has lapsed since 8<sup>th</sup> November 2010.

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Telephone: 056 7794400 Fax: 056 7794425 Email: info@kilkennycoco.ie Website: http://fire.kilkennycoco.ie



Kilkenny County Council Fire/Building Control Authority  
Procedural guide on fire safety certificate administration

Appendix B contd.

Kilkenny Fire and Rescue Service  
Validation of fire safety certificates and Fire Safety Register with management responsibilities; December 2010

Note – fire safety certificate applications includes fire safety certificate, 7-day notice fire safety certificate, revised fire safety certificate and regularisation fire safety certificate.

Further to a number of fire safety audits and reviews of public places of assembly in the recent past, Kilkenny Fire/Building Control Authority has observed a concerning lack of any functioning or valid 'Fire Safety Registers' in these premises.

Kilkenny Fire/Building Control Authority would like your assistance to bring to the attention of your clients during the 'design process' specifically their '**duty of care**' under [1] Fire Services Act 1981 and 2003, and [2] the Code of Practice for the Management of Fire Safety in Places of Assembly, 1989 edition, with regard to the ongoing management of their premises and the life safety systems within.

- c) A copy of the '**Code of Practice for the Management of Fire Safety in places of Assembly**' (available from the Government Publications Sales Office, Postal Trade Section, 51 St. Stephens Green, Dublin 2; Telephone number: 01 – 6476834 / 6476995 / 6613111, approx price €2.79, cheques payable to Government Publications Trade Section) should be on the premises for the proprietor/managing agent and for the nominated 'fire safety manager(s)' to be familiar with its contents and requirements therein.

This document can also be downloaded from the following web links –

- <http://www.environ.ie/>
- <http://fire.kilkennycoco.ie/>

- d) Fire Safety Registers are required to be in-situ in ALL building utilised as public places of assembly. The fire safety register should be comprehensive, current, systematic and structured; the register should be maintained, kept up to date and utilised by the management. (Note – Sample layout of 'fire safety register' is within Appendix D of the recommended guide).

Note – Fire Safety Registers are available from a number of sources. In addition, Fire Safety Registers are available from Kilkenny Fire and Rescue Service, Fire Service Headquarters via our trauma bear fund appeal, see web link - [http://fire.kilkennycoco.ie/News/2007/Trauma\\_Bears\\_Join\\_Kilkenny\\_Fire\\_and\\_Rescue\\_Service/](http://fire.kilkennycoco.ie/News/2007/Trauma_Bears_Join_Kilkenny_Fire_and_Rescue_Service/)

If you have any outstanding questions please do not hesitate in contacting either myself or *Killian John Hennessy, Senior Assistant Chief Fire Officer* by telephone at 056 – 7794400 or in writing to Fire Service Headquarters, Kilkenny City. **Remember, if in doubt ask.**

Yours faithfully,

**For and on Behalf of  
Kilkenny County Council Fire & Rescue Service**



**Ciaran Cormican**  
Chief Fire Officer



Registered post.

Cc.

File.

Report Page 2 of 2

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12/8/2010



Kilkenny County Council Fire/Building Control Authority  
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**Appendix C**  
**FILE NOTE – front side**

**Building Control File Note**

Kilkenny County Council Fire / Building Control Authority

Complete as appropriate

Premises ID			
FA / ____ / ____	RevFA / ____ / ____	7dayFA / ____ / ____	RegFA / ____ / ____

Appropriate Application Form  Yes;  No;

**Application Type Verification (site visit)**

**CORRECT TYPE** Fire Officer Signature: \_\_\_\_\_

**Section 12 Compliance – FA ; RevFA ; 7DayFA :**

Letter on file confirming compliance  Yes;  No; Section 12 of the Building Control Regulations 1997.

**RegFA**

Statutory declaration  Yes;  No;

**Drawings:**

Site location(s) <input type="checkbox"/> Yes; <input type="checkbox"/> No;	Site layout <input type="checkbox"/> Yes; <input type="checkbox"/> No;
Floor Plan(s) <input type="checkbox"/> Yes; <input type="checkbox"/> No;	Roof Plan(s) <input type="checkbox"/> Yes; <input type="checkbox"/> No;
Elevations <input type="checkbox"/> Yes; <input type="checkbox"/> No;	Vertical Section(s) <input type="checkbox"/> Yes; <input type="checkbox"/> No;
Others <input type="checkbox"/> Yes; <input type="checkbox"/> No; Specify:-	

Fire Safety Compliance Report

Including 'Certificate of Design' for both EL (IS 3217) and FDaAS (IS 3218)?  Yes both;  No - none;  No – just one

**INVALID** Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_  
Reasons See outlined over or attached.

**FURTHER INFO1** Date: \_\_\_\_\_ Info Requested: \_\_\_\_\_  
Reasons See outlined over or attached.

**FURTHER INFO2** Date: \_\_\_\_\_ Info Requested: \_\_\_\_\_  
Reasons See outlined over or attached.

**FURTHER INFO3** Date: \_\_\_\_\_ Info Requested: \_\_\_\_\_  
Reasons See outlined over or attached.

**VALID** Date: \_\_\_\_\_ Fire Officer Signature: \_\_\_\_\_

**Initial Inspection**  Yes;  No; Premises Compliant with Section 12  Yes;  No; (Non RegFA applications c

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**RegFA**

**Initial Inspection**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**RegFA Inspection**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**RegFA 4-Month Inspection**

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**RegFA**

Certificate of Compliance  Yes;  No;

The certificate of compliance is a document attesting to compliance of all works with respect Part B (Fire Safety) of the Irish Building Regulations.



**Appendix D**  
**Administrative Structure**

