

# KILKENNY COUNTY COUNCIL

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Building Control Section, Kilkenny County Council,  
County Hall, John Street, Kilkenny R95 A39T



## BUILDING CONTROL ACTS, 1990 to 2014

### APPLICATION FOR A DISABILITY ACCESS CERTIFICATE

SEND TO: **Kilkenny County Council,  
Building Control Section,  
John Street,  
Kilkenny,  
County Kilkenny R95 A39T.**

#### OFFICIAL USE

Date Received \_\_\_\_\_  
Register Ref \_\_\_\_\_  
Entered on \_\_\_\_\_  
Entered by \_\_\_\_\_  
Fee Received \_\_\_\_\_

*Application is hereby made under Part IIIB of the Building Control Regulations 1997 to 2021 for a Disability Access Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.*

1. APPLICANT:  
**Owner/Leaseholder** (delete as appropriate)  
FULL NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_ DATE \_\_\_\_\_  
**Owner of works or building** (if different to above)  
FULL NAME: \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

2. Name and address of person/s or firm/s to whom notifications should be forwarded  
(Owner/Leaseholder or Designer/Developer/Builder)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

4. Address (or other necessary identification) of the proposed works or building to which the application relates.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. Classification of works or building:

Construction of new building	<u>YES</u>	<u>NO</u>
Material Alteration	<u>YES</u>	<u>NO</u>
Material Change of use	<u>YES</u>	<u>NO</u>
Extension to a building	<u>YES</u>	<u>NO</u>

Brief description of building:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Use of proposed works or building:

- (a) Existing use (where a change is proposed) \_\_\_\_\_
- (b) New Use \_\_\_\_\_

7. Has planning permission been applied for and granted for works or building?

- (a) Date permission was granted \_\_\_\_\_
- (b) Planning Permission No. \_\_\_\_\_

8. 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 building extension \_\_\_\_\_ (sq. metres)

Floor area of material alteration \_\_\_\_\_ (sq. metres)

9. Amount of Fee (accompanying this application) € \_\_\_\_\_

**This Application Form must be accompanied by two complete and certified set of drawings for the works or building.**

## Application Requirements

“the onus is on the applicant to demonstrate compliance”

1. In accordance with Article 20D of the Building Control Regulations an application for a disability access certificate shall be accompanied by such plans, (including a site or layout plan) (in duplicate) and such other particulars as are necessary to:
  - (i) identify and describe the works or building to which the application relates,
  - (ii) enable the building control authority to assess, whether the said works or building would, if constructed in accordance with the said plans and other particulars, comply with the requirements of Part M of the Second Schedule to the Building Regulations;
  - (iii) to identify the nature and extent of the proposed use and, where appropriate, of the existing use of the building concerned,

We advise that reports and drawings for non domestic applications should address the following where applicable; We suggest that the structure given in TGD Part M 2022 be used as the basis of a written report;

- |    |                                       |  |
|----|---------------------------------------|--|
| 0) | Application of Part M                 | (how Part M is applied to the application proposals; refer to TGD Part M 2010, Section 0; the Requirement)         |
| 1) | Approach to a Building                | (all applicable routes)  |
| 2) | Access to a Building                  | (all applicable entrances including “staff” and egress points)   |
| 3) | Circulation within a Building         | (all areas including “staff only areas”)   |
| 4) | Sanitary Facilities within a Building | (provision for all user groups including “staff”, wheelchair and ambulatory requirements as to be met as required) |
| 5) | Other Facilities                      | (includes any spectator areas, “staff” kitchens/canteens, sleeping accommodation and switches sockets & controls)  |
| 6) | Aids to Communication                 | (Signage – Visual Contrast – Lighting – Audible aids)  |

**apartment buildings;** common areas as above, private areas should comply with Section 3 of TGD Part M 2022

**A site location map** not less than either 1:2500 or 1:1000, would be beneficial to enable identification of the site.

**Necessary - A site layout plan** to a scale sufficient to demonstrate compliance of all pedestrian access points, footways from the site boundary to and between all relevant entrance/egress points to the building and all onsite designated parking spaces including set down areas

**Necessary - Plans, sections, elevations or other drawings** should be drawn to an appropriate scale of not less than 1:100, and be able to clearly demonstrate compliance with Part M of the Second Schedule of the Building Regulations, {2) to 6) above}.

**and**

2. Each application form must be accompanied by a **fee** or **demonstration of exemption**
  - (i) the full fee for each building is €800 for each building.
  - (ii) the reduced fee is €500 for each building where the application is made prior to commencement and coincides with an application for a fire safety certificate, where relevant **S.I. 243 of 2015**
  - (iii) the Building Control Regulations Part V, **Section 22** provides **exemption** from payment of fees for Disability Access Certificate/Revised Disability Access Certificate in respect of
    - i. certain voluntary organisations, non-profit making organisations, **Section 22(1) and 22(2)(a)**
    - ii. registered social housing providers and **Section 22(1) and 22(2)(b)**
    - iii. primary schools where the maximum number of mainstream teachers employed is or will be 4 or less. **Section 22(3)**

**“Prohibition on opening, operation or occupation of buildings.**

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.
43. (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.” **Building Control Regulations, Section 43 (1) & (2)**

