

TIPPERARY COUNTY COUNCIL

BUILDING CONTROL ACT, 1990

APPLICATION FOR A FIRE SAFETY CERTIFICATE

TO _____
(Insert name of Building Control Authority)

OFFICIAL USE

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

Received on: _____

Ref. No.: _____

Entered in

Register on: _____

1. APPLICANT:

Owner/Leaseholder (delete as appropriate)

Planning No. _____

FULL NAME _____

ADDRESS _____

SIGNATURE _____

TELEPHONE NO. _____

DATE _____

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

2. Name & 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. Nature of proposed works or building:-

(a) classification (please tick as appropriate):-

- Construction of new building
- Material alteration
- 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)

€ _____

Fully completed application form to be returned to:

**Dave Carroll- Chief Fire Officer
Tipperary County Council
Central Fire Station
Limerick Road
Nenagh
Co. Tipperary**

APPLICATION FOR FIRE SAFETY CERTIFICATE

GUIDANCE NOTES FOR APPLICANT

1. GENERAL

Article 13 of the Building Control Regulations, 1997 provides that an application for a Fire Safety Certificate shall be accompanied by:

- (a) such plans (including a site or layout plan and drawings of floor plans, elevations and sections) (in duplicate), calculations, specifications and such other particulars as are necessary to-
 - (i) Identify and describe the works of building to which the application relates, and
 - (ii) Enable the building control authority to assess, whether the said works or building would, if constructed in accordance with the said plans, calculations, specifications, and other particulars, comply with requirements of Part B of the Second Schedule to the Building Regulations,
- (b) particulars of the nature and extent of the proposed uses and, where appropriate, of the existing use, of the building concerned, and
- (c) such fee (if any) as may from time to time be prescribed for that purpose in Part V.

The extent to which plans, calculations and specifications will be required to establish compliance with the Building Regulations will vary in individual cases depending on the type, size and complexity of the Building concerned but the information in paragraphs 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

These should be submitted in duplicate and should where appropriate comply with the following-

- (a) building, roads, boundaries and other features in the vicinity of the building or works shall be shown on site plans or layout maps, to a scale of either one to one thousand (1:1000) 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
 - (iii) locations of gateways or other restrictions to width of vehicular access at or within the boundaries and indicate the narrowest such width,
 - (iv) locations of bridges, arches, cables or other overhead restrictions to height of vehicular access and indicate the lowest such height,
 - (v) all access points to the building,
 - (vi) location and diameter of any water main or hydrant adjacent to or within the boundaries,
 - (vii) storage compounds and materials being stored,

- (viii) location and type of isolation devices for building services,
 - (ix) location and diameter of internal rising fire water mains and foam inlet pipes,
 - (x) location and type of control devices for active fire control systems.
- (c) A plan of each floor and section of each storey, floor and roof of the building together with drawings of each elevation should show-
- (i) principals dimensions expressed in metric figures,
 - (ii) forms and materials of construction,
 - (iii) periods of fire resistance of elements of structures and fire resisting doors,
 - (iv) intended use and floor area of each room or space,
 - (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 risks,
 - (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 paragraph (a) and (b) apply.
- (e) Plans, sections, elevations or other drawings to which paragraph © applies should be drawn to a appropriate scale.

3. CALCULATIONS AND SPECIFICATIONS

- (a) Calculations should be submitted, where appropriate, in respect of the following:
- Fire resistance of elements of structure,
 - Size of fire compartments,
 - Numbers of occupants,
 - Number and width of escape routes,
 - Smoke control provisions,
 - Permitted unprotected area in external walls,
 - Fire fighting water supply.
- (b) Specifications and details of Standards and Technical Documents, by reference to which fire safety features were designed, should be submitted, where appropriate, in respect of the following:-
- Fire detection and alarm systems,
 - Emergency lighting systems,
 - Surface lining,
 - Smoke control provisions,
 - Fire resisting constructions,
 - Cavity barriers and fire stopping.
 - Electrical installations,

- Heating systems,
- Manual fire fighting equipment,
- Automatic fire suppression system.

4. APPLICATION FEES

Application for a Fire Safety Certificate must be accompanied by the appropriate fee as prescribed by the Building Control Regulations, 1997. These are as follows:

(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) works in connection with- (1) the material alteration of the interior of a building. (11) the material alteration of the external surfaces of a building. (111) a combination of (1) and (11) above.	€125 or €2.90 for each square metre or relevant floor area, whichever is the greater. €125. (€125 or €2.90 for each square metre of relevant floor area, whichever is 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 - (1) gross floor area being provided, or (11) relevant floor area, as the case may be, whichever is the greater.

EXEMPTION FROM FEES

Article 22 of the Building Control Regulations, 1997 prescribes as follows:

- (1) Subject to sub-article (2), a fee shall not be payable to a Building Control Authority under these Regulations where the authority is of the opinion that the works or the building which are or is the subject of the commencement notice, application for a Fire Safety Certificate or application for a dispensation or relaxation, as the case may be, are being carried out, or, in the case of a material change of use, is being made, by or on behalf of a voluntary organisation or a body standing approved for the purpose of section 6 of the Housing (Miscellaneous Provisions) Acts, 1992 (No. 18 of 1992).
- (2) Subsection (1) applies where a Building Control Authority is of the opinion that –
 - (a) in the case of a voluntary organisation, the building concerned is –
 - (1) intended to be used for social, recreational, educational or religious purposes by inhabitants of a locality generally or by people of a particular group or religious denomination and is not to be used mainly for profit or gain.
 - (2) Intended to be used as a hostel, work-shop or other accommodation for disabled, poor or homeless persons and is not to be used mainly for profit or gain, or
 - (3) Is ancillary to (1) or (11),
 - (b) in the case of a body standing approved of for the purposes of section 6 of the Housing (Miscellaneous Provisions) Act, 1992 (No. 18 of 1992), the building control authority is of the opinion that the building concerned is –
 - (i) designed or intended to be used for the accommodation of poor or homeless persons or persons who would otherwise be likely to require housing accommodation provided by a housing authority, and is not to be used mainly for profit or gain, or
 - (ii) is ancillary to (i).

FEE FOR ALTERNATIVE PROPOSALS

ARTICLE 25 OF THE BUILDING CONTROL REGULATIONS, 1997 PRESCRIBES AS FOLLOWS:

25.(1) For the purpose of this article and the Fifth Schedule, -

(a) “relevant floor area” means the floor area of the works or the building to which the application relates which is affected by the works or the material change of use, as the case may be;

“floor area” means the sum of the area on each floor bounded by the inner finished surfaces of the enclosing walls, or on any side where there is no enclosing wall, by the outermost edge of the floor on that side, and in calculating the floor area of a building, there shall be included in such area the space occupied by any walls, shafts, ducts or structure within the area being measured.

(b) In determining the fee payable in respect of a commencement notice, a house in a terrace and a semi-detached house are each to be treated as being a separate building.

(2) Where the floor areas or the relevant floor area referred to in sub-article (1) is not an exact multiple of that unit, the fraction of a unit remaining after the division of the total area by the unit measurement shall be treated, for the purposes of calculating the fee payable in respect of the application, as a complete unit.

(3) Where an application for a Fire Safety Certificate includes alternative proposals for works or a building of materially different designs, the fee payable in respect of the application shall be calculated as if each alternative proposal were a separate application for a Fire Safety Certificate.

Fully completed application form to be returned to:

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