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Building Control Section,
Fire Service Headquarters,
Kilrush Industrial Estate,
Dungarvan,
Co. Waterford.

BUILDING CONTROL ACT, 1990

APPLICATION FOR A FIRE SAFETY CERTIFICATE

Application for a Fire Safety Certificate

TO: **Waterford County Council**
Building Control Section
Fire Service HQ
Kilrush Industrial Estate
Dungarvan
Co Waterford

Official Use

Received on

Ref. No.

Entered in

Register on.....

Receipt No.

Application is hereby made under Part III of the Building Control Regulations, 1997 for a Fire Safety Certificate in respect of the building or works 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) _____
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. 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) € _____

9. Planning Application No. _____

QUICK REFERENCE CHECKLIST

- The form of application fully completed and signed
- The correct Fire Safety Certificate application fee
- Two copies of the site location map (site clearly outlined in red)
- indicate location of hydrant(s), number of and size of.
- Two copies of the site layout plan
- Two copies of detailed drawings of plans, elevations, etc.
- Two copies of sections
- 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 plans clearly differentiate between that existing to that proposed and has a survey drawing of 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)?

NOTES FOR GUIDANCE OF APPLICANT

1.0 General

Article 10 of the Building Control Regulations 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), 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 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) Buildings, roads, boundaries and other features in the vicinity of the building of works shall be shown on site plans or layout plans, 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 (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 (specifically the main entrance),
 - (vi) Location and diameter of any water main or hydrant adjacent to or within the boundaries,
 - (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
 - (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) Principal dimensions expressed in metric figures on each floor plan and each elevations,
 - (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,
 - (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,

NOTES FOR GUIDANCE OF APPLICANT contd.

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

3. Calculations, Specifications and Report

- (a) The above specifications and calculations should be presented in an A4 report together with the necessary information to show compliance with the Technical Guidance Document B.
- (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.

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.

SECTION B4

- Permitted unprotected areas in external walls.

SECTION B5

- Fire fighting water supply,
- Provision for vehicular access,
- Ventilation provisions for Fire Service.

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

NOTES FOR GUIDANCE OF APPLICANT contd.

(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:

- (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 of gross floor area exceeding 300 square metres, whichever is the greater.

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 Pleanala if dissatisfied with a decision on an application or a condition attached to a FSC 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 Pleanala,
Floor 3, Block7,
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 (£200).

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.