

FORM OF APPLICATION FOR A FIRE SAFETY CERTIFICATE

BUILDING CONTROL ACT, 1990
APPLICATION FOR A FIRE SAFETY CERTIFICATE

To: Fire Brigade, H.Q.
Humbert Way, Castlebar, Co.Mayo

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.

OFFICIAL USE

Received On \_\_\_\_\_

Ref. No. \_\_\_\_\_

Entered in register on: \_\_\_\_\_

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 notification 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) € \_\_\_\_\_

# NOTES FOR GUIDANCE OF APPLICANT FOR COMPLETION OF APPLICATION FOR A FIRE SAFETY CERTIFICATE

## 1. General

Article 13 of the Building Control Regulations 1997, 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 works or building to which the application relates, and
- (b) 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 the requirements of Part B of the Second Schedule to the Building Regulations 1997 and 2006.

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. However, paragraphs 2 and 3 provide guidance on the range and format of documentation which is likely to be generally required.

All plans (including drawings), calculations and specifications must be submitted in duplicate. All calculations must be expressed in measurements (such as metres, kilograms, amperes, Newton's, etc.) in accordance with the European Communities (Units of Measurement) Regulations, 1992 (S.I.255 of 1992).

## 2. Plans (including drawings)

The following plans (including drawings) are likely to be generally required -

- (a) A site plan or layout plan, to a scale of either 1:1000 or 1:2500, showing buildings, roads, boundaries and other features in the vicinity of the proposed works or buildings;
- (b) A block plan, to a scale of not less than 1:500, showing the:
  - boundaries of any land belonging to the building,
  - roadways within the boundaries together with their widths,
  - locations of gateways or other restrictions to width of vehicular access at or within the boundaries, and the narrowest such width,
  - locations of bridges, arches, cables or other overhead restrictions to heights of vehicular access, and the lowest such height,
  - access points to the building,

the boundaries,

- location and diameter of any water main or hydrant adjacent to or within
- storage compounds and materials being stored,
- location and type of isolation devices for building services,
- location and diameter of internal rising fire water mains and foam inlet

pipes,

- location and type of control devices for active fire control systems;

(c) A plan of each floor (including existing floor plans where appropriate) and section of each storey, floor and roof of the building together with drawings of each elevation, each to a scale of not less than 1:200, showing the:

- principal dimensions,
- forms and materials of construction,
- periods of fire resistance of elements of structure and fire resisting doors,
- intended use and floor area of each room or space,
- maximum number of persons likely to occupy each floor or space,
- fire escape routes within and from the building, their minimum widths and

clear heights,

- fire compartmentation,
- barriers to passage of fire and smoke in cavities,
- principle service ducts,
- areas of high fire risk,
- location and type of fire fighting hose reels,
- fire fighting shafts,
- smoke ventilation provisions,
- internal fire main outlets;

(d) Plans, sections, or drawings referred to in paragraphs (a) to (c) should:

- be drawn to the appropriate scale,
- where they relate to works involving extensions or material alterations, be so marked or coloured as to distinguish between the existing building structure and the proposed works,
- in the case of the plans referred to in paragraph (a) and (b), indicate the
- where they are based on an Ordnance Survey map, indicate the relevant Ordnance Survey sheet number,
- have a unique identifying number, (including date and any revisions)
- indicate the name and address of the person by whom they were prepared.

north point,

### 3. Calculations and Specifications

(a) A specification of the fire safety measures required to comply with the requirements of Part B of the Second Schedule to the Building Regulations, 1997, should be provided.

- (b) The specification should describe the fire safety measures being employed and should address in a systematic manner all the issues relevant to the requirements of :

**B1 Means of Escape in Case of Fire,  
B2 Internal Fire Spread (Linings),  
B3 Internal Fire Spread (Structure),  
B4 External Fire Spread,  
B5 Access and Facilities for the Fire Service.**

- (c) The basis for the fire safety design should be described, whether this is:
- the guidance contained in Technical Guidance Document B;
  - appropriate alternative guidance;
  - fire safety engineering principles and methods.
- (d) Where the design is based on Technical Guidance Document B or other appropriate alternative guidance, reference should be made to specific parts of that guidance (for example, paragraph number, table, diagram, appendix, etc.) that are relevant to the issues being addressed. Where appropriate, reference should be made to relevant dimensions and calculations to show compliance with the detailed guidance, and these should be presented in a way that facilitates checking.
- (e) Where fire safety engineering is employed, a qualitative review of the design, defining the fire safety design in terms suitable for detailed analysis and quantification, should be provided. The quantified analysis should demonstrate the adequacy of the design by reference to appropriate life safety criteria. The sources of any equations or fire models employed, together with their limits of application, should be clearly established. All design parameters and any assumptions, which are made, should be stated.
- (f) The performance of passive and active systems should be specified by reference to appropriate technical standards or other reference documents, together with sufficient information to show how the required performance will be met.

#### **4. FEES PAYABLE**

The application fee for a Fire Safety Certificate is €125 or €2.90 for each square metre of gross floor area; whichever is the greater, subject to a maximum of €12,500. Cheques etc. should be made payable to **MAYO COUNTY COUNCIL**. Gross floor area is to be taken as the total floor area of each floor measured on the inside of the external wall.

