



Fire Safety Certificate Applications - Guidance Notes

An application should normally include all of the following items:

- 1) A duly completed and signed **Application Form** in the form set out in Article 8 of the Building Control (Amendment) Regulations, 2000,
- 2)
 - a) **Plans** in duplicate, to include
 - i) Site Location Map,
 - ii) Dimensioned Site Layout Plan,
 - iii) Dimensioned Plans of each floor clearly showing the extent of the 'relevant floor area' and or 'floor area' as defined in Article 25 of the Building Control Regulations for fee measurement purposes,
 - iv) Elevation Drawings, and
 - v) Section Drawings,
 - b) **Calculations and Specifications**, to include:
 - i) A Report demonstrating compliance with each of the requirements B1, B2, B3, B4 & B5 of the Second Schedule to the Building Regulations, 1997,
- 3) **Particulars of the nature and extent of the proposed use** and where appropriate of the existing use, of the building concerned, and
- 4) **Fee** in accordance with Part V of the Building Control Regulations, 1997.

The commentary below gives further guidance to applicants in this regard.

1) General

Article 13 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 (in duplicate) as are necessary to:-

- a) identify and describe the building or works to which the application relates, and
- b) show that the said buildings or works will 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

The following plans and drawings are likely to be required and should be submitted in duplicate:-

- a) **Site Location Map** with a north point to a scale of 1:1000 or 1:2500 clearly identifying the location of the site and showing buildings roads boundaries and other features in the vicinity of the proposed works or building,
- b) **Dimensioned Site Layout Plan** (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 of 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 controls systems.
 - xi) The north point
- c) **Dimensioned Plans of Each Floor** to a suitable scale showing the information listed in (f) below
- d) **Elevation Drawings** to a suitable scale showing the information listed in (f) below
- e) **Section Drawing** to a suitable scale showing the information listed in (f) below
- f) Information to be indicated on drawings
 - i) Principal dimensions, including travel distances where relevant, expressed in metric figures,
 - ii) Forms and materials of construction,
 - iii) Period of fire resistance of elements of structure 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 risk,
 - xi) Location and type of manual fire fighting equipment,

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- xii) Fire fighting shafts,
- xiii) Smoke ventilation provisions,
- xiv) Internal fire main outlets.
- g) The north point should be indicated on all plans and drawings to which paragraphs (a), (b) and (c) apply.

NOTE: Where the application relates to different alternative designs:

- each alternative should be shown on separate drawings,
- each alternative design should be uniquely labelled (e.g.: Option A, Option B), and
- the area to which the application relates should be clearly shown for each alternative so that the aggregate fee can be calculated.

3) Calculations And Specifications

It is necessary for the application documentation to include a report demonstrating compliance with the Requirements of Part B1, B2, B3, B4, & B5 (of the Second Schedule to the Building Control Regulations, 1997).

The Compliance Report should include:

a detailed argument to demonstrate how the proposed building or works as shown on the submitted drawings complies with each of the requirements of Part B of the second schedule to the Building Regulations, 1997, as follows:

- 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.**

Under each of the above headings the compliance report should indicate the basis for the fire safety design i.e. whether it is based upon

- (a) the guidance contained in Technical Guidance Document B to the Building Regulations, 1997,
- (b) a recognised and appropriate alternative guidance document, or
- (c) a fire safety engineering design.

Where the design is based on TGD B or other appropriate alternative guidance the report should specify the details of the particular provision under consideration and demonstrate compliance. It is generally not adequate to merely state that the building or works will comply with such provision but rather it is necessary to specify how it will comply. 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 assessment by the Building Control Authority.

- a) Calculations should be submitted, where appropriate, in respect of the following:
 - 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.
- 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 lining,
 - 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.

NOTE: It is desirable that the drawings should include some proof of the various fire safety provisions included in the design; as drawings which are devoid of the relevant fire safety information; and which rely only on the statements and specifications in the report; are not helpful in the assessment of an application. Furthermore, applications presented in a fashion where only the exercise of enormous diligence would unravel the information necessary for the determination of the application may be rejected as invalid or refused.



Fire Safety Certification Applications – Fees Payable

Application for a fire safety certificate in respect of:-	
(a) Works in connection with the construction or extension of a building.	€125 or €2.90 for each square metre floor area being provided, whichever is the greater.
(b) works in connection with:- (i) The material alteration of the interior of a building (ii) The material alteration of the external surfaces of a building (iii) A combination of (i) above and (ii)	€125 or €2.90 for each square metre of relevant floor area, whichever is the greater. €125 €125 or €2.90 for each square metre floor area being provided 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 meter in excess of 300 square metres of – (i) gross floor area being provided, Or (ii) relevant floor area, as the case may be, whichever is the greater
Appeal	€250
Copy of a document specified in article 23(3 (a), (b) or (c)	€12

Maximum Fee Payable - €12,500