

**THIRD SCHEDULE
FORM OF APPLICATION FOR A FIRE SAFETY CERTIFICATE**

**BUILDING CONTROL ACT, 1990
APPLICATION FOR A FIRE SAFETY CERTIFICATE**

To MONAGHAN COUNTY COUNCIL

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

2. 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

3. Use of proposed works or building

(a) Existing (where a change is proposed)

—

(b) New

—

4. 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)

5. Amount of Fee (accompanying this application) € _____

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

Planning Ref. No. _____

Previous Fire Safety Certificate Ref. (if any) _____

7. APPLICANT:

FULL NAME: _____

ADDRESS: _____

SIGNATURE: _____

TELEPHONE NO. _____ DATE _____

Please indicate to whom correspondence should be sent : 6 7

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 of floor area being provided, whichever is the greater
(b)	works in connection with -	
(i)	the material alteration of the interior of a building	€125 or €2.90 for each square metre of relevant floor area, whichever is the greater
(ii)	the material alteration of the external surfaces of a building	€125
(iii)	a combination of (i) and (ii) above	€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 €0.80c for each square metre 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

PART B

MAXIMUM AND MINIMUM FEES

1. The maximum fee payable to a building control authority shall be -
 - (a) **€3,800** in respect of the submission of a commencement notice, and
 - (b) **€12,500** in respect of an application for a fire safety certificate.

2. Where a building control authority makes a refund in respect of the submission of a commencement notice or an application for a fire safety certificate, the refund shall not be such as to reduce the balance of the fee to less than -
 - (a) **€30** in the case of a commencement notice, or
 - (b) **€125** in the case of an application for a fire safety certificate.

An application for a fire safety certificate shall be accompanied by –

- (a) such plans (including a site and 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 or 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 use 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.

Data Protection Notice pursuant to the Data Protection Acts 1988-2018 (as amended) and the General Data Protection Regulation (GDPR)

Fire & Building Control – Fire Safety Certificate

The purpose of this notification is to set out some information regarding the collection and processing of your personal information by Monaghan County Council (the 'Council'). During the course of its activities the Council collects, stores and processes the personal data of its service users in order to provide the most effective and targeted range of services to the citizens, communities and businesses of County Monaghan. The Council is the data controller in respect of this data.

For full details of the collection, processing and sharing of your personal data by the Council and your rights in this regard, please see our Privacy Notice which is available at [Privacy Notice](#).

What type of personal data is collected and processed?

The types of personal data that we collect, and process includes your:

- Name, Address, Phone Number.
- Name & Address of Person responsible for preparation of plans, etc.

There is no Special Category Personal Data collected.

Why does the Council collect this personal data?

The council collects this information in order to manage and administer the relationship between you and us for the purpose of assessing and processing your application for a Fire Safety Certificate.

We require your contact details in order to communicate effectively with you as part of this relationship with you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

Lawfulness of processing

We process this personal data

- In the exercise of official authority vested in the Council as the Controller by virtue of its statutory functions set out under the Building Control Act 1990 & 2007 and Article 6 (1) GDPR.
- Fire & Building Control act as a Statutory Authority.
- Where necessary to comply with Monaghan County Council's legal obligations.

What information about you is obtained from others?

N/A

Who does the Council share your information with?

N/A

What will happen if the personal data requested is not provided?

If the application form is not completed in full and all the requested information provided, the council will not be able to process this application.

For full details of the collection, processing and sharing of your personal data and your rights in this regard, please see the Council's full Privacy Notice at: www.monaghan.ie/privacy-notice/.

For further details of the collection, processing and sharing of your personal data relevant to this application form please see <https://monaghan.ie/firebuildingcontrol/data-protection-privacy-notice/>