

Building Control Acts 1990 and 2007
Application for a Regularisation Certificate

Fire & Building Control
Monaghan County Council
Monaghan Fire Station
Annahagh
Monaghan
Co. Monaghan

OFFICIAL USE

Date Received _____
Register Ref. _____
Entered on _____
Entered by _____
Fee Received _____

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2009 for a Regularisation Certificate in respect of the works or building to which the accompanying drawings 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. Location of works or building: _____

3. Classification of new building

Construction of new building	<u>YES</u>	<u>NO</u>
Material alteration	<u>YES</u>	<u>NO</u>
Material change of use	<u>YES</u>	<u>NO</u>
Extension to a building	<u>YES</u>	<u>NO</u>

4. Description of works or building:

5. Where a change of use applies:

(a) Existing Use: _____

(b) New Use: _____

6. Works involving the construction of a new building, or a building the material use of which is being changed ---

(a) Number of basement storeys _____

(b) Number of storeys above ground level _____

(c) Height of top floor above ground level _____ (metres)

(d) Floor area of building _____ (sq metres)

(e) Total area of ground floor _____ (sq metres)

7. Works involving an extension or the material alteration of a building:

Floor area of extension _____ (sq metres)

Floor area of material alterations _____ (sq metres)

8. Planning Permission for the works or building in question:

Date Planning Permission was granted: _____

Planning Reference No.: _____

9. Date construction started: _____

Is construction of the building completed? : YES NO

Date of completion: _____

Is the building occupied or operational? : YES NO

Is the building still under construction? : 25% 50% 75%

Have any modifications to the original design been made during construction? : YES NO

If yes, was planning permission sought (if necessary) for the modifications? : YES NO

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

Note:-

1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.

2. This application Form must be accompanied by a complete and certified set of drawings for the works or building as commenced or constructed.

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

Fire & Building Control – Regularisation 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 & telephone number

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 Regularisation 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 identify.

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/>