

**Building Control Acts 1990 and 2007**

**Application for a Disability Access 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 \_\_\_\_\_

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Application is hereby made under Part IIIB of the Building Control Regulations 1997 to 2009 for a Disability Access Certificate in respect of the works or building 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):**

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

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**2. Name and address of person/s or firm/s to whom notifications should be forwarded (Owner/ Leaseholder or Designer/Developer/Builder):**

\_\_\_\_\_  
\_\_\_\_\_

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

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

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5. Classification of works or 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>

Brief description of building:

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6. Use of proposed works or building:

(a) Existing use (where a change is proposed) \_\_\_\_\_

(b) New use \_\_\_\_\_

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7. Has planning permission been applied for and granted for works or building?:

(a) Date permission was granted \_\_\_\_\_

(b) Planning Permission No. \_\_\_\_\_

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8. In the case of

- (a) Works involving the construction of a building, or a building the material use of which has been changed ---

Site area \_\_\_\_\_ (sq. metres)  
No of basement storeys \_\_\_\_\_  
No 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 building extension \_\_\_\_\_ (sq. metres)  
Floor area of material alteration \_\_\_\_\_ (sq. metres)

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9. Amount of Fee (accompanying this application) € \_\_\_\_\_

**This Application Form must be accompanied by a complete and certified set of drawings for the works or building.**

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

**Fire & Building Control – Disability Access 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 Owner.
- 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 disability access 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/](http://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/>