# **Fire Safety Certificates**

A Fire Safety Certificate is issued by the Building Control Authority which states that the works or building to which the certificate related will comply with the requirements of Part B of the Second Schedule to the Building Regulations.

With the exception of houses and certain agricultural buildings, a fire safety certificate is required for all new buildings, specified material alterations, specified extensions and the material change of use of a building.

If you build without a Fire Safety Certificate, you will leave yourself open to prosecution under building control legislation.

**Building Control Regulations**

The Building Control Regulations 1997-2014 has the effect of creating 3 separate certificates when dealing with fire safety:

* Fire Safety Certificate - This is required where the applicant proposes a new building, a new building extension, or certain modifications to an existing building.
* Revised Fire Safety Certificate - This is required to update the content of a previously granted fire safety certificate, due to proposed or required changes to the building design.
* Regularisation Certificate - This is required where building works requiring a Fire Safety Certificate were commenced or completed post June 1, 1992, without an associated Fire Safety Certificate application. Any application for a Regularisation Certificate must be accompanied with a Statutory Declaration. This declaration states that the works comply with part B of the Building Regulations. It also requires the applicant to agree to an inspection by the Building Control Authority and to carry out any additional works required by the Authority.

**Seven-Day Notice**

The submission of a Fire Safety Certificate application can be accompanied by a seven-day notice. This is used where a person intends to commence building works before granting of the relevant Fire Safety Certificate (FSC).

The notice must be submitted not less than seven days in advance of commencement of work and must be in accordance with the requirements of Article 20A (2) of the Regulations. A Commencement Notice will not be required in respect of buildings where a seven-day notice has been submitted to the building control authority.

A seven-day notice shall be filed electronically on the Building Control Management System (BCSM) website, [here](https://www.localgov.ie/en/bcms), and needs to be accompanied by all statutory documentation required under Article 20A (2) of the Building Control Regulations.

To complete the submission process the following hard-copy documentation should be submitted to the fire section:

* Completed seven-day notice form accompanied by signed original Statutory Declaration (Note: These forms are created in BCMS and must be printed off and signed).
* Fire Safety Certificate Application
* Appropriate seven-day notice fee

At present, it is not possible to finalise your seven-day notice submission online as the above documentation must be submitted to the local authority in hard-copy to complete the process.

All documentation, both online and in hard copy, must be submitted before an application can be considered complete.

Please contact the Fire Section in advance of any seven-day notice submissions to facilitate the validation process.

**Fire Safety Certificate Application**

**The following items are needed when submitting a Disability Access Certificate application:**

* **All relevant drawings (in Duplicate)**
* **Fire Safety Report**
* **Completed Application Form**
* **Appropriate Fee**

The statutory period allowed to a building control authority to process a Fire Safety Certificate application is two months, or within such extended period as may be agreed between the applicant and the Authority at any time. However, all the information must be made available to the authority, so that they have enough information to make a decision, before this statutory period starts.If the application documentation is incomplete, this will delay the decision on the application.

Where it is considered that additional information or modifications are required to the application, the officer examining the application may request this from the applicant. A decision of the building control authority can be appealed to An Bórd Pleanála within one month of the decision. Details of the appeal process and fee are sent out with each decision.

### **Revised Fire Safety Certificate Application**

A Fire Safety Certificate is granted based on the design and information submitted.

Deviations at construction stage from the documentation submitted might result in the Fire Safety Certificate being invalid for the completed building.

It is accepted that changes can occur as a building project proceeds. These changes may be insignificant from a fire safety point of view or they may be such that a new Fire Safety Certificate Application is required.

It is recommended that you contact the Fire Department regarding any changes. Where significant revision is made to the design or works of a building or an extension of, a material alteration to or a material change of use of a building in respect of which a Fire Safety Certificate has been granted by a building control authority a revised Fire Safety Certificate may be required.

**Forms for Download**

Application Form for Fire Safety Certificate -PDF Here

Application Form for Revised Fire Safety Certificate – PDF Here

Seven Day Notice Form (All Forms) – PDF Here

Seven Day Notice Statutory Declaration – PDF Here