# **Disability Access Certificate**

A Disability Access Certificate is a certificate of compliance issued by the Building Control Authority with respect to requirements under Part M of the Building Regulations. A Disability Access Certificate may be granted with or without conditions, or it may be refused.

A Disability Access Certificate should be applied for at the same time as a Fire Safety Certificate and submitted to the Planning Authority with the Commencement Notice. No works may commence on site without a valid Disability Access Certificate.

A Disability Access Certificate is required for new buildings other than dwellings (including apartment buildings) and certain other works (as set out in Article 20 D (1) of SI 351 of 2009) to which the Requirements of Part M of the Building Regulations apply, which commence or take place on or after 1 January 2010.

If you occupy a building without a Disability Access Certificate, you will leave yourself open to prosecution under building control legislation.

### **Disability Access Certificate Application**

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

* **Relevant Drawings (in duplicate)**
* **Disability Access Report**
* Demonstrate how the building or works comply with the requirements of Part M of the Building Regulations, in particular in relation to the following, where applicable:
* Approach to a building
* Access to a building
* Circulation within a building
* Use of facilities within a building
* Bedrooms in hotels and other guest accommodations
* Sanitary conveniences
* Audience or spectator facilities
* Apartments in a building

Enough information should be provided to enable the building control authority to assess whether the works or building would, if constructed in accordance with the said plans and other particulars,comply with the requirements of Part M of the Building Regulations.

* **Completed application form** (Insert Here).
* **Appropriate application fee.**

The statutory period allowed to a building control authority to process a Disability Access 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 sufficient 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 Disability Access Certificate Application**

A Revised Disability Access Certificate shall be required 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 disability access certificate has been granted by a building control authority.

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

* **Revised plans,** including a site or layout plan in duplicate and such other revised particulars as are necessary to identify and describe the works or building to which the application relates; Enable the building control authority to assess, whether the said works or building would, if constructed in accordance with the said plans and other parties, comply with the requirements of Part M of the Second Schedule to the Building Regulations; and Identify the nature and extent of the proposed use and, where appropriate, of the existing use of the building concerned.
* **Appropriate application fee**

**Forms for Download**

Application Form for Disability Access Certificate – PDF Here

Application Form for Revised Disability Access Certificate – PDF Here