



Comhairle Contae Mhaigh Eo  
Mayo County Council



**GUIDELINES FOR THE SUBMISSION OF A FIRE SAFETY CERTIFICATE APPLICATION  
VIA THE BUILDING CONTROL MANAGEMENT SYSTEM**

## Contents

1. BCMS Account.....	3
2. Creating an Application.....	4
3. Application Details .....	8
4. Nominate Roles.....	9
5. Statutory Documents .....	11
6. Supporting Documents .....	12
7. Payment .....	13
BCMS Pre-submission Checklist.....	14

This document provides basic guidance on the application submission process for Fire Safety Certificates via the Building Control Management System (BCMS) including the acceptable criteria for application form information.

More extensive guidance is available from the National Building Control Office.

## 1. BCMS Account

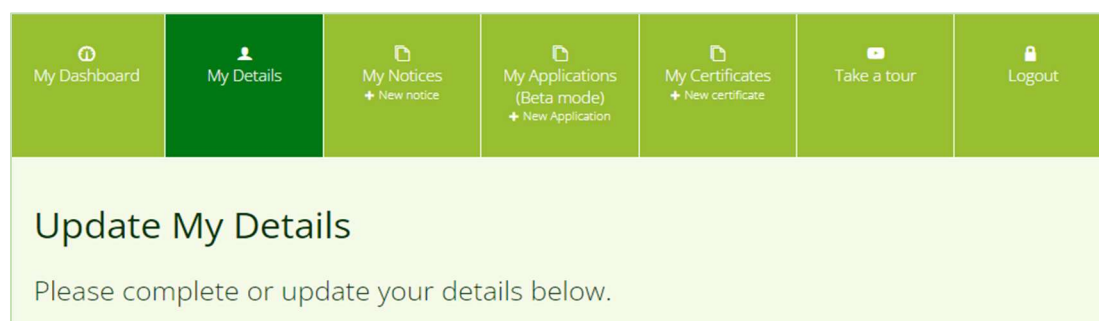
- All relevant parties must have their own personal customer account **before** creating an application.

Relevant parties are:

- Applicant
- Owner (*Where the applicant is not also the owner*)
- Person responsible for preparation of the Fire Safety Certificate application

BCMS customer accounts can be created at <https://nbco.localgov.ie/>.

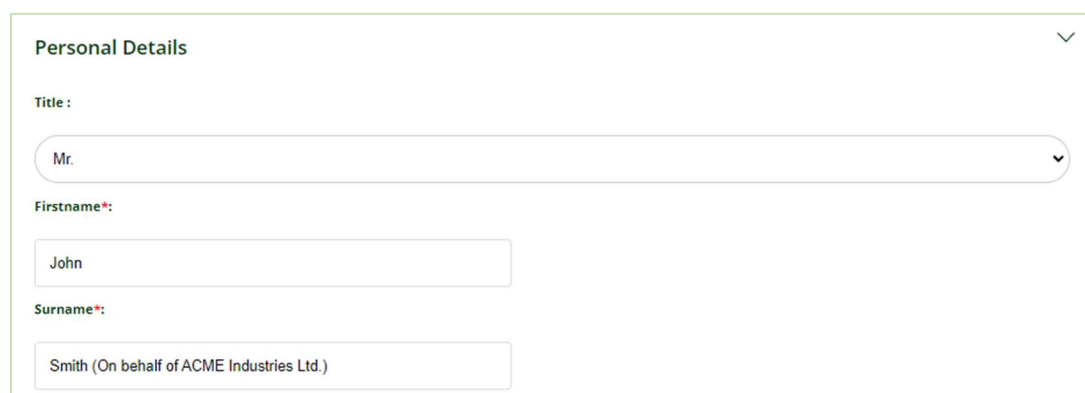
The 'My Details' tab must be fully complete in order for an account to be valid.



The screenshot shows a dashboard with seven tabs: 'My Dashboard', 'My Details' (selected), 'My Notices' (with a '+ New notice' link), 'My Applications (Beta mode)' (with a '+ New Application' link), 'My Certificates' (with a '+ New certificate' link), 'Take a tour', and 'Logout'. Below the tabs is a section titled 'Update My Details' with the text 'Please complete or update your details below.'

- There is no input box for company / organisations names on the application form. If you wish a company / organisation name to appear on the application, it should be included as a part of the surname as per the example below.

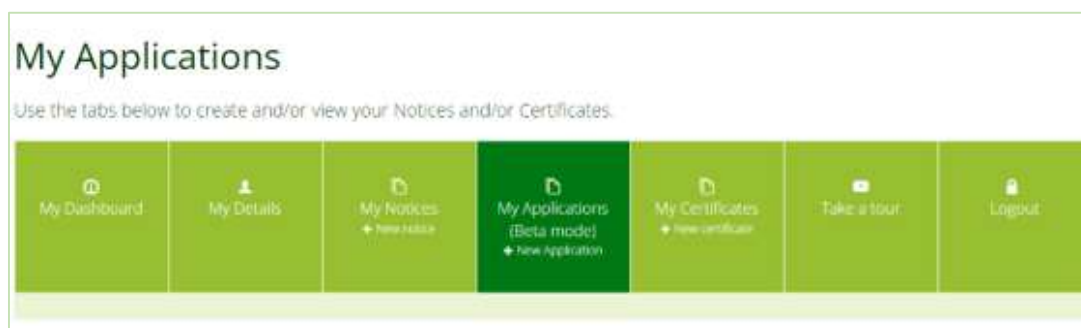
A persons name must be included in the Customer Account – do not provided a company / organisation name only.



The screenshot shows a 'Personal Details' form with a dropdown for 'Title' (set to 'Mr.'), a text input for 'Firstname' (containing 'John'), and a text input for 'Surname' (containing 'Smith (On behalf of ACME Industries Ltd.)').

## 2. Creating an Application

- In the 'My Applications' tab select 'New Application'.



- Select the application type.

Please note that the application type **cannot** be changed after it has been selected.

A screenshot of the application selection screen. At the top, there is a navigation bar with seven green tabs: 'My Dashboard', 'My Details', 'My Notices' (with a '+ New Notice' link), 'My Applications (Beta mode)' (with a '+ New Application' link), 'My Certificates' (with a '+ New Certificate' link), 'Take a tour', and 'Logout'. The 'My Applications (Beta mode)' tab is selected. Below the navigation bar, the text 'Select the type of Application you wish to submit.' is displayed. The main content area contains seven application types, each in a white box with a green border. Each box has a title, a description of what will be asked for during the submission process, and a green 'New Application' button. The application types are: 'NEW FIRE SAFETY CERTIFICATE', 'NEW REVISED FIRE SAFETY CERTIFICATE', 'NEW REGULARISATION CERTIFICATE', 'NEW DISABILITY ACCESS CERTIFICATE', 'NEW REVISED DISABILITY ACCESS CERTIFICATE', 'NEW DISPENSATION', and 'NEW RELAXATION'. Each description states: 'During the submission process you will be asked for: Details of the building project and each type of building'.

- Fill in all sections of the project particulars page.

**Project Particulars**

Local Authority\*:  
Mayo County Council

Project Name\*:  
ACME Office Building, Castlebar Fire Station

Has planning permission been applied for or granted for works or building?\*:  
Yes

Date permission was granted :  
01/01/2022

Planning Permission Reference No. \*:  
12345

☐ 7 Day Notice

Classification of Works or Building\*:

- ☐ Construction of new building
- ☒ Material alterations
- ☒ Extension to a building
- ☐ Material change of use

Development Description\*:  
Material alterations and ground floor extension to 2 storey office building.

### Project Name

Chose an appropriate Project Name. This name will not appear on the Granted Fire Safety Certificate.

The project name cannot contain a persons own name. This does not preclude the use of a company name – e.g. Smith’s Bar.

The Project name will appear as a searchable field in the Online Register of Applications. As such, applications cannot be validated where the Project Name contains a persons own name.

### 7 Day Notice Applications

A 7 Day Notice Fire Safety Certificate Application may be deemed invalid if:

- No associated 7 Day Notice is submitted
- The associated 7 Day Notice is deemed invalid

### Classification of Works or Building

Select **all** works types applicable. The selected classifications must correspond to the 'Development Description' entered in the next field.

#### Development Description

The entered description **will** appear on the Granted Fire Safety Certificate.

The description should concisely and accurately describe the works. It should **not** contain superfluous information.

The description should include:

- Description of the type of works (*i.e. Construction of...extension to...Material alteration of...*)
- Description of the building (*i.e. New Single storey school...Existing office building...*)
- Revised FSC applications must refer to the previous application subject to revision
- Do not simply re-use the planning permission description
- Do not use terms which are not relevant to the building regulations (*i.e. Permission for...Demolition of...*)
- Do not include a persons name in the Development Description. Applications cannot be validated where the Development Description contains a persons own name.

Applications with incorrectly or poorly worded descriptions may be invalidated.

#### Examples of Development Descriptions

Acceptable	Unacceptable
Construction of a new two storey office building.	Proposed permission for new office building. (Works not clearly identified, 'proposed permission' irrelevant)
Ground floor extension to 2 storey office building.	Extension to building. (Building type not identified)
Material alterations and extension to Smith's Bar.	Pub alterations for John Smith. (Works not identified, Persons name included)
Construction of single storey prefabricated school classroom building.	Prefab building and all associated site works. (Project not clearly described)
Construction of a single storey warehouse building.	Demolition of house and construction of a new warehouse. ( <i>'Demolition of house'</i> not relevant to the application)
Alterations to the design of the new two storey office building from the design granted under Fire Safety Certificate FSC22012345MO	Alterations to the design of the new two storey office building. (No reference to the previously granted Fire Safety Certificate)

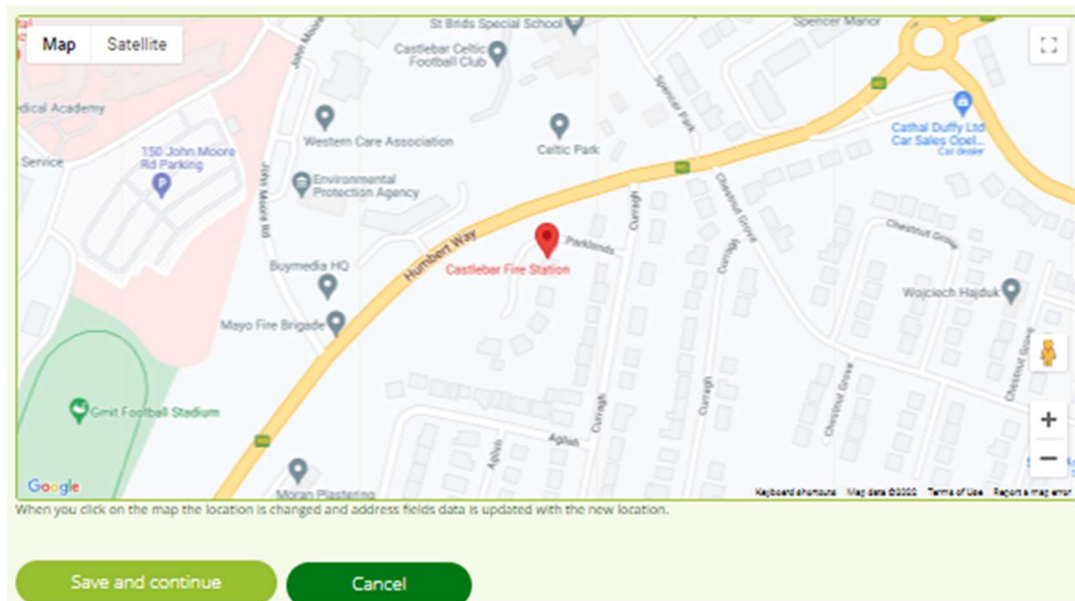
- Select the Application Type.

Location of the proposed development – an Eircode is **required** for all existing buildings

Where '*Construction of a new building*' is selected, the Eircode field is greyed out and is not required.

Recheck the address after mapping, as the system may have auto-changed the address in error.

The map location cannot be amended after the application is submitted and may result in invalidation.



### 3. Application Details

- Use of proposed works or building – select the proposed purpose group(s).
- Main construction type – select only the main construction type(s).  
Do not select all materials to be used.

The screenshot shows a web form titled "Application Details". It contains three main sections:

- Use of proposed works or building\*:** A list of checkboxes for building purposes. "Office" is selected with a blue checkmark. Other options include Residential (Dwellings), Residential (Institutional), Residential (Other), Shop, Shopping Centre, Assembly and Recreation, Industrial, Storage, Agricultural, and Other (Non Residential).
- Sub Group\*:** A dropdown menu with "Office - Other" selected and highlighted by a yellow border.
- Existing use of building\*:** A dropdown menu with "Office" selected.
- Main Construction Type\*:** A list of checkboxes for construction materials. "Masonry" is selected, and under it, "Brick" and "Block" are also selected. Other options include Timber Frame, Concrete, Steel (with "Structural Steel" selected), Light gauge Steel, and Other.

- Areas (sqm) – BCMS calculates the Fire Safety Certificate fee from the floor areas entered. An application may be invalidated if the fee is incorrect.

The floor area details required are dependant on the 'Classification of Works' previously selected. Where the 'Classification of Works' have been amended you may need to review the floor area details.

The submitted application form must contain the correct floor area and fee details. Should the floor areas be amended following submission, the updated application form must be downloaded again, signed, and resubmitted.

Handwritten edits to an application form are **not acceptable**. The only permitted handwritten sections of an application form is the applicant signature and the signature date. Any other handwritten amendments to the application form may result in the invalidation of the application.



## 4. Nominate Roles

- All parties must have their own BCMS customer account using their own email address **before** they are nominated a role.

See Section 1 of this document for guidance regarding creating an account.

- To nominate a person to a role, enter their BCMS Customer Account email address.

When the email address has been entered, the 'First Name' and 'Last Name' boxes will automatically populate. If they do not, this may be an indication that the person has not completed their BCMS account 'My Details' set-up.

### Applicant

Email Address\*:  
johnsmithacmeindustry@outlook.com

First Name\*:  
John

Last Name\*:  
Smith (On Behalf of ACME Industries Ltd.)

☐ Assign myself to this role

Is the applicant the Owner or Leaseholder?\*:  
☐ Leaseholder ☒ Owner

### Owner

Email Address\*:  
johnsmithacmeindustry@outlook.com

First Name\*:  
John

Last Name\*:  
Smith (On Behalf of ACME Industries Ltd.)

☐ Assign myself to this role

- Accepting Roles

The creator of the application will accept their role automatically.

All other nominated parties will be sent an email inviting them to accept their role. If the email is missing please check the Junk Email Folder.

Dear Mr. John Smith (On Behalf of ACME Industries Ltd.),

**Re:** Application Name: ACME Office Building, Castlebar  
**At:** 1 Parklands, Castlebar, Co. Mayo, F23 TF24

2022-10-13

You have received this email because you have been assigned the role of Applicant for the Fire Safety Certificate Application (FSC) with Submission number: 3009600.

Please login to the portal <https://www.nbco.localgov.ie/bcms> and either accept/reject the role.

Yours Sincerely,

BCMS Team,  
[www.nbco.localgov.ie](http://www.nbco.localgov.ie)

---

Parties must log into the application on the BCMS to accept their role.

Role	Name	Role Status
Applicant	Mr. John Smith (On Behalf of ACME Industries Ltd.)	Accepted
Owner	Mr. John Smith (On Behalf of ACME Industries Ltd.)	Accepted

## 5. Statutory Documents

- Download all Statutory Documents appearing in this tab.  
The documents are prepopulated with information entered in the previous sections.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Project Particulars, Application Details, Nominate Roles, Statutory Documents (active), Supporting Documents, and Payment. Below the navigation bar is a table with columns: File Name, Document Type, Download, and Delete. The table contains one row with a hyphen in the File Name column, 'Form of Application for Fire Safety Certificate' in the Document Type column, a 'Download' button in the Download column, and a hyphen in the Delete column. An 'Edit' button is located above the table.

File Name	Document Type	Download	Delete
-	Form of Application for Fire Safety Certificate	<a href="#">Download</a>	-

- Once downloaded, print and sign the form.  
Do not sign the form by typed font – the form must be signed.
- Upload the signed document(s).

Select 'Edit' in the Statutory Documents tab to upload the signed form(s).

Do not upload handwritten generic forms – use the pre-populated downloaded forms.

Handwritten edits to an application form are **not acceptable**. The only permitted handwritten sections of an application form are the applicant signature and the signature date. Any other handwritten amendments to the application form will result in the invalidation of the application form.

The screenshot shows a form titled 'Statutory Document :'. It has a 'Choose File' button and a text box containing 'Form\_of\_Ap...ificate (1).pdf'. Below this is a note: 'Only PDF files are allowed. The maximum file size for this document is 50 MB.' There is a 'Document type :' label and a dropdown menu showing 'Form of Application for Fire Safety Certificate'. At the bottom is a green 'Save' button.

The application may be invalidated if the application form is incorrect.

The application form **cannot** be amended after validation.

If details are edited on the BCMS, the updated statutory documents **must** be downloaded, signed and re-uploaded.

## 6. Supporting Documents

- In the 'Supporting Documents' tab, select 'Edit' to upload the application documents.

The required documents are listed by the BCMS. These documents all must be uploaded for an application to be validated.

Where a single document contains more than one drawing type, all applicable drawing type boxes may be selected.

- 'As Existing Drawings' **are required** for works to existing buildings.  
Applications for works to existing buildings which do not include 'As Existing' drawings may be invalidated.
- Drawing names should be descriptive and concise.  
*Example: FSC 01 Sections and Elevations Rev A*

As well as the required Statutory Document please upload all of the below additional supporting documents:

- Site Plan
- Site Location Plan
- Floor Plan
- Section
- Elevation
- Compliance Report
- Floor Area Fee Calculation Drawing

**Supporting Document\* :**

Sections an...levations.pdf

Only PDF files are allowed. The maximum file size for this document is 50 MB.

**Document type\* :**

☐ Site Plan  
☐ Site Location Plan  
☐ Floor Plan  
☒ Section  
☒ Elevation  
☐ Compliance Report  
☐ Other Documentation  
☐ Floor Area Fee Calculation Drawing

**Document name\* :**

**Drawing size\* :**

**Drawing scale\* :**

☐ 1:50  
☐ 1:100  
☐ 1:125  
☒ 1:150  
☐ 1:200  
☐ 1:250  
☐ 1:500  
☐ 1:1000  
☐ 1:1250  
☐ 1:2500  
☐ Custom

**Drawing no :**

## 7. Payment

- Where possible, fees should be paid via the BCMS.
- Should you wish to make payment via electronic fund transfer (EFT) or other method, the application may be submitted by selecting the 'Request Exemption from Fees' box.

In this case, details of the payment must be noted in the text box. Details should include:

- Date of payment
- Amount paid
- Method of payment

The payment receipt must be uploaded in the 'Supporting Documents' tab.

The screenshot shows a web form titled 'Request exemption from fees'. At the top, there is a checked checkbox with the label 'Request exemption from fees'. Below this, a line of text reads: 'I hereby seek an exemption from fees under the above article of the regulations on the basis as outlined below:'. This is followed by a label 'Reason for Applying for Exemption from fees\*:' and a large text input area. The input area contains the text: '€2030.00 paid via EFT on 1st January 2022. EFT payment receipt included with supporting documents.' Below the input area is a pink-bordered box containing a disclaimer: 'If you wish to claim an exemption from Fees, you should/must submit a Fee Exemption form outlining your reasons. This document should/must be uploaded as a Supporting Document. By clicking the "Pay" button, you are confirming that you are familiar with Article 22 of the Building Control Regulations as amended, and that you are requesting an exemption from fees for this notice for the reasons outlined above. Please Note: The particulars of this fee exemption request will be reviewed by the relevant Building Control Authority prior to the validation of this notice, and may be subject to acceptance, rejection, or the request for further clarification'. Below the pink box, the text 'Amount €\*' is displayed. Underneath, a light grey box shows the amount '2030.00'. Below this box, the text 'Submit amount required for payment' is visible. At the bottom of the form is a green button labeled 'Pay and Submit Application'.

- Where payment made by cheque, the application will not be validated until the cheque has cleared.

Cheque payments must clear within 10 days of application submittal. Failure for the cheque payment to clear within 10 days may result in the invalidation of the application.

Cheque payments are **not acceptable** for 7 Day Notice applications.

- When 'Pay and Submit Application' is clicked, the application is then submitted. No further changes can be made to the application.

**It is advisable that a pre-submission check is carried out before submitting the application to reduce the risk of invalidation.**

# Fire Safety Certificate Application

## BCMS Pre-submission Checklist

### Project Name

- ✓ Ensure the project name does not include a person's name

☐

### Development Description

- ✓ Does the description clearly state the type of building and type of works?
- ✓ Ensure the description does not include a person's name

☐☐

### Statutory documents

- ✓ Are all details pre-populated correctly on the Application form (and the Statutory Declaration form where required)?
- ✓ Has the nominated applicant signed **and** dated the Application form (and the Statutory Declaration form where required)?
- ✓ Have any changes to the application taken place since the Application form (and the Statutory Declaration form where required) was downloaded?
- ✓ Do details on the application form (and the Statutory Declaration Form where required) match those entered in BCMS?
- ✓ Has the Statutory Declaration form, where required, been appropriately witnessed and stamped as necessary?

☐☐☐☐☐

### Supporting documents

- ✓ Are the correct files uploaded?
- ✓ Have you uploaded the correct version of the supporting documents?
- ✓ Do the supporting documents contain sufficient detail to allow for assessment?
- ✓ Does the fee calculation account for all areas subject to the application?
- ✓ Are existing building drawings provided?

☐☐☐☐☐

### Fee payment

- ✓ Has the correct fee been paid?
- ✓ If claiming a fee exemption has a fee exemption form been included?
- ✓ Where paying the fee in a method other than via the BCMS have payment details been included in the supporting documents?

☐☐☐

### 7 Day Notice

- ✓ Have both the 7 Day Notice and the Fire Safety Certificate been submitted at the same time?

☐

**NOTE 1: IF YOU ALTER ANY DETAILS ENTERED INTO BCMS, THE UPDATED APPLICATION FORM MUST BE DOWNLOADED, SIGNED, AND RE-UPLOADED.**

**NOTE 2: ONCE AN APPLICATION HAS BEEN VALIDATED ON BCMS IT IS NOT POSSIBLE THAT THE APPLICATION BE WITHDRAWN OR FEE REFUNDED.**