

DISABILITY ACCESS CERTIFICATE APPLICATION FORM

SOUTH DUBLIN COUNTY COUNCIL



DISABILITY ACCESS CERTIFICATE APPLICATION FORM

Building Control Acts 1990 and 2007

Planning Department, Building Control Section, County Hall, Town Centre,
Tallaght. Dublin 24.

Tel: (01) 4149000 Fax: (01) 4149104 Email: planning.dept@sdblincoco.ie

PLEASE NOTE THAT INFORMATION SUBMITTED WITH YOUR APPLICATION WILL BE AVAILABLE TO VIEW ON THE COUNCIL'S WEBSITE WITH THE EXCEPTION OF CONTACT DETAILS OF APPLICANTS www.sdblincoco.ie

STANDARD APPLICATION FORM & ACCOMPANYING DOCUMENTATION:
Please read directions & documentation requirements at back of form before completion.

All questions relevant to the proposal being applied for must be answered.

Non-relevant questions: Please mark n/a

Please ensure all necessary documentation is attached to your application form.

Failure to complete this form or attach necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.

DATA PROTECTION

The publication of applications by planning authorities may lead to applicants being targeted by persons engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of this application.

If you are satisfied to receive direct marketing please tick this box.

It is the responsibility of those wishing to use the personal data on applications for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.

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1. Name of Relevant Building Control Authority:

SOUTH DUBLIN COUNTY COUNCIL

2. Location of Proposed Works:

Address (or other necessary identification as may best identify) of the proposed works or building to which the application relates:

Ordnance Survey Map Ref No (and the Grid Reference where available)¹

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

Permission Register Reference Number: _____

Date of Grant of Permission: ____/____/____

4. Owner/Leaseholder (delete as appropriate)

Name(s)

*Address(es) Must be supplied at end of this application form - **Question 12***

5. Person/Agent acting on behalf of the Applicant (if any):

Name

*Address To be supplied at end of this application form - **Question 13***

Should all correspondence be sent to the address provided in Question 13? (Please tick appropriate box and note that if the answer is 'No', all correspondence will be sent to the Owner/Leaseholders address provided in Question 12)

Yes [] No []

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

<i>Name</i>
<i>Address Must be supplied at end of this application form - Question 14</i>

7. Classification of works or building:

Description of works/building	YES	NO
<i>Construction of new building</i>		
<i>Material alteration</i>		
<i>Material Change of use</i>		
<i>Extension to a building</i>		
<i>Brief description of works/building</i>		

8. Use of proposed works or building:

<i>(a) Existing use (where a change is proposed)</i>	
<i>(b) New use</i>	

9. In the case of works involving the construction of a building or a building, the material use of which is being changed:

<i>Site Area (in m)²</i>	
<i>Number of basement storeys</i>	
<i>Number of storeys above ground level</i>	
<i>Height of top floor above ground level(metres)</i>	
<i>Floor area of building (sq. metres)</i>	
<i>Total area of ground floor(sq. metres)</i>	

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Note: Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building i.e. floor areas must be measured from **inside** the external wall.

10. In the case of works involving an extension or the material alteration of a building:

<i>Floor area of building extension (sq. metres)</i>	
<i>Floor area of material alteration (sq. metres)</i>	
Note: Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building i.e. floor areas must be measured from inside the external wall.	

11. Application Fee

<i>Fee Payable</i>	<i>The fee payable is €800.00 per building</i>
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I hereby make an application 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 and to the best of my knowledge and belief, the information given in this form is correct and accurate:

<i>Signed (Applicant or Agent as appropriate)</i>	
<i>Date:</i>	

You must provide contact details as requested - Questions 12-14 as appropriate in order to be notified of the decision of the building control authority.

Please read the notes attached to this document **(Page 6)**

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**PLEASE READ PRIOR TO SUBMITTING AN APPLICATION
AND DETACH FROM APPLICATION FORM**

1. Have you answered **all** questions on the application form/have you used the correct application form - check that all relevant pages of the application form are included.
2. This Application Form must be accompanied by a complete and certified set of drawings for the works or building, plans in duplicate:
 - (a) Site Layout Plan:
 - (i) scale of not less than 1:500
 - (ii) site boundaries indicated
 - (iii) proposed and existing buildings/uses delineated
 - (iv) relative levels of point of access on site boundary and finished floor level at all entrance doors indicated
 - (v) principal dimensions indicated
 - (b) Floor Plan (each floor):
 - (i) scale of not less than 1:100
 - (ii) principal dimensions indicated
 - (iii) proposed and existing buildings/uses delineated
 - (c) Elevations:
 - (i) scale of not less than 1:100
 - (ii) principal dimensions indicated
 - (iii) proposed and existing buildings/uses delineated
 - (d) Sections:
 - (i) scale of not less than 1:100
 - (ii) principal dimensions indicated
 - (iii) relative levels of each floor indicated
 - (iv) proposed and existing buildings/uses delineated
 - (e) Any other plans and/or particulars as are necessary to identify the works or building to which the application relates, to enable the building control authority to assess whether the said works or building would, if constructed in accordance with the plans and particulars lodged, comply with the requirements of Part M of the Second Schedule to the Building Regulations.
3. Have you included the correct fee - €800 per building.
Please note: If the DAC application is made prior to commencement and coincides with an application for a Fire Safety Certificate, where relevant, the DAC application is fee is €500 per building.
4. Have you completed the Additional Contact Information section.
(N.B. ensure that this page is submitted with the application form).
5. Where the applicant is not the legal owner of the land or structure in Question: The written consent of the owner to make the application.