

**Building Control Acts 1990 and 2007  
Application for a Regularisation Certificate**

**Building Control Authority:**

**Leitrim County Council  
Building Control Section  
Fire Brigade HQ  
Priests Lane  
Carrick-on-Shannon  
County Leitrim**

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2009 for a Regularisation Certificate in respect of the works or building to which the accompanying drawings apply.

**OFFICIAL USE**

Date Received \_\_\_\_\_

Register Ref. \_\_\_\_\_

Entered on \_\_\_\_\_

Entered by \_\_\_\_\_

Fee Received \_\_\_\_\_

1. APPLICANT: Owner / Leaseholder (delete as appropriate)

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

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

SIGNATURE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

DATE: \_\_\_\_\_

Owner of works or building (if different to above):

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

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

2. Location of works or building: \_\_\_\_\_  
\_\_\_\_\_

3. Classification of works or building

Construction of new building - YES NO

Material alteration- YES NO

Material change of use- YES NO

Extension to a building- YES NO

4. Description of works or building: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Where a change of use applies:

(a) Existing use \_\_\_\_\_

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

6. Works involving the construction of a new building, or a building the material use of which is being changed—

(a) Number of basement storeys \_\_\_\_\_

(b) Number of storeys above ground level \_\_\_\_\_

(c) Height of top floor above ground level \_\_\_\_\_ (metres)

(d) Floor area of building \_\_\_\_\_ (sq. metres)

(e) Total area of ground floor \_\_\_\_\_ (sq. metres)

7. Works involving an extension or the material alteration of a building:

Floor area of extension \_\_\_\_\_ (sq. metres)

Floor area of material alteration \_\_\_\_\_ (sq. metres)

8. Planning Permission for the works or building in question:

Date Planning Permission was granted: \_\_\_\_\_

Planning Reference No: \_\_\_\_\_

9. Date construction started: \_\_\_\_\_

Is construction of the building completed?: YES NO

Date of completion: \_\_\_\_\_

Is the building occupied or operational?: YES NO

Is the building still under construction?: 25% 50% 75%

Have any modifications to the original design been made during construction?: YES NO

If yes, was planning permission sought (if necessary) for the modifications?: YES NO

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