

THIRD SCHEDULE
Form of Application For A Disability Access Certificate

Article 20D(3)

Building Control Acts 1990 and 2007
Application for a Disability Access Certificate

Building Control Authority:
Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim

Application is hereby made 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.

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):

FULL NAME: _____

ADDRESS: _____

2. Name and address of person/s or firm/s to whom notification should be forwarded
(Owner/Leaseholder or Designer/Developer/Builder)

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

4. Address (or other necessary identification) of the proposed works or building to which the application relates:

5. 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 |

Brief description of building:

6. Use of proposed works or building

- (a) Existing use (where a change is proposed) _____
- (b) New use _____

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

- (a) Date permission was granted _____
- (b) Planning Permission No. _____

8. In the case of

(a) Works involving the construction of a building, or a building the material use of which is being changed –

Site area _____ (sq. metres)

Number of basement storeys _____

Number of storeys above ground level _____

Height of top floor above ground level _____ (metres)

Floor area of building _____ (sq. metres)

Total area of ground floor _____ (sq. metres)

(b) Works involving an extension or the material alteration of a building -

Floor area of extension _____ (sq. metres)

Floor area of material alteration _____ (sq. metres)

9. Amount of Fee (accompanying this application) € _____

This Application Form must be accompanied by a complete and certified set of drawings for the works or building.

Note

An application must clearly and fully demonstrate how the building or works comply with the requirements of Part M of the Building Regulations. Reference to a paragraph and/or diagram contained within Technical Guidance Document M or other appropriate alternative guidance does not demonstrate compliance within the application documents. All pertinent information must be contained within the application documents.

Plans, sections, or drawings shall be required to at a scale as described in Section 3 of guidance notes below. They shall be required to only contain information pertinent to the application for a Disability Access Certificate.

Notes for Guidance of Applicant for Completion of Application for a Disability Access Certificate

1. General

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.

Article 20D (1) of the Building Control Regulations 1997 to 2009, provides that a Disability Access Certificate is required for new buildings, other than dwellings (including apartment buildings) and certain other works to which the requirements of Part M of the Building Regulations apply, which commence or take place on or after 1 January 2010.

An application must clearly and fully demonstrate how the building or works comply with the requirements of Part M of the Building Regulations. In particular it should address in a systematic manner all the issues relevant to the requirements of:

M1, which requires that adequate provision shall be made for people to access and use a building, its facilities and its environs.

M2, which requires that adequate provision shall be made for people to approach and access an extension to a building.

M3, which requires that if sanitary facilities are provided in a building that is to be extended, adequate sanitary facilities shall be provided for people within the extension.

Paragraphs 3 and 4 provide guidance on the range and format of documentation which is likely to be required.

All plans (including drawings), calculations and specifications must be submitted in duplicate. All calculations must be expressed in measurements (such as metres, kilograms, amperes, Newton's, etc.) in accordance with the European Communities (Units of Measurement) Regulations, 1992 (S.I.255 of 1992).

2. Requirements

Article 20 of the Building Control Regulations 1997 to 2009, provides that an application for a disability access certificate shall be accompanied by:

1. Completed [application form](#)
2. Appropriate [application fee](#)
3. Such plans (including a site or layout plan) (in duplicate) and such other particulars as are necessary to:
 - a) Identify and describe the works or building to which the application relates, and
 - b) Enable the building control authority to assess, whether the said works or building would, if constructed in accordance with the said plans, and other particulars, comply with the requirements of Part M of the Second Schedule to the Building Regulations
 - c) Identify the nature and extent of the proposed use and, where appropriate, of the existing use of the building concerned.

3. Plans (including drawings)

The following plans (including drawings) are likely to be generally required:

- a) A site plan or layout plan, to a scale of either 1:1000 or 1:2500, showing buildings, roads, boundaries and other features in the vicinity of the proposed works or buildings;
- b) A block plan, to a scale of not less than 1:500, showing the:
 - Boundaries of any land belonging to the building or works,
 - Access routes within the boundaries together with their widths,
 - Locations of gateways or other restrictions to width of access routes at or within the boundaries, and the narrowest such width,
 - Locations of hazards on circulation routes

- Access points to the building.
- c) A plan of each floor (including existing floor plans where appropriate) together with drawings of each elevation, each to a scale of not less than 1:100, showing the:
- Principal dimensions,
 - Circulation within a building
 - Use of facilities within a building
 - Sanitary conveniences
 - Audience or spectator facilities
- d) Plans, sections, or drawings referred to in paragraphs (a) to (c) should:
- only contain information pertinent to the application for a Disability Access Certificate.
 - be drawn to the appropriate scale,
 - where they relate to works involving extensions or material alterations, be so marked or coloured as to distinguish between the existing building structure and the proposed works,
 - in the case of the plans referred to in paragraph (a) and (b), indicate the north point,
 - where they are based on an Ordnance Survey map, indicate the relevant Ordnance Survey sheet number,
 - have a unique identifying number, (including date and any revisions)
 - indicate the name and address of the person by whom they were prepared.

4. Calculations and Specifications

- a) A technical report of the measures required to comply with the requirements of Part M of the Second Schedule to the Building Regulations should generally be provided.

- b) The basis for the accessible design should be described, whether this is:
- the guidance contained in Technical Guidance Document M;
 - appropriate alternative guidance;
- c) Where the design is based on Technical Guidance Document M or other appropriate alternative guidance, the design should be described (or shown on accompanied drawings) and reference made to specific parts of that guidance (for example, paragraph number, table, diagram, appendix, etc.) that are relevant to the issues being addressed. Where appropriate, reference should be made to relevant dimensions and calculations to show compliance with the detailed guidance, and these should be presented in a way that facilitates checking.
- d) Where Technical Guidance Document M does not provide guidance on measures required to comply with the requirements of Part M of the Second Schedule to the Building Regulations, other appropriate alternative guidance should be used and referenced as per c) above.

5. Fees Payable

A standard fee of €800 must also accompany each application for a Disability Access Certificate. Cheques etc. should be made payable to **MAYO COUNTY COUNCIL**.