

FORM OF APPLICATION FOR A REGULARISATION CERTIFICATE

Article 20C(2)

BUILDING CONTROL ACTS 1990 to 2020

APPLICATION FOR A REGULARISATION CERTIFICATE

BUILDING CONTROL AUTHORITY:

UNIQUE IDENTIFIER:

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2021 for a Regularisation Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.

1. APPLICANT:

Owner ☐ **Leaseholder** ☐ (tick as appropriate)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

2. OWNER OF WORKS OR BUILDING (if different to above)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

3. PREPARATION OF REGULARISATION CERTIFICATE APPLICATION:

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

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

4. LOCATION OF WORKS OR BUILDING:

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

_____ EIRCODE: _____

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5. NATURE OF WORKS OR BUILDING:

Classification (please tick either (a), or any of (b) or (c), as appropriate)

- (a) Construction of new building ☐
- (b) Extension to a building ☐
- (c) Material alteration ☐

6. DESCRIPTION OF THE WORKS OR BUILDING:

7. PURPOSE GROUP OF WORKS OR BUILDING:

Technical Guidance Document B Purpose group(s) _____

8. USE OF WORKS OR BUILDING:

- (a) Proposed Use of the Building _____
- (b) Existing use (where a material change of use is proposed) _____

9. DETAILS OF WORKS OR BUILDING:

In all cases complete part (a) and any combination of (b), (c), (d) or (e) as may be appropriate.

(a) Details

Site area _____ (sq. metres)

Number of basement storeys _____

Number of storeys above ground level (incl. ground floor) _____

Height of top floor above ground level _____ (metres)

Total Floor area of building _____ (sq. metres)

Total area of ground floor _____ (sq. metres)

(b) Work involving the construction of a new building –

Floor area of proposed building _____ (sq. metres)

(c) Where a material change of use as regards a building takes place –

Floor area of the material change of use _____ (sq. metres)

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(d) Works involving an extension to a building –
Floor area of extension _____ (sq. metres)
(e) Works involving a material alteration to a building –
Floor area of material alteration _____ (sq. metres)
10. PLANNING PERMISSION FOR THE WORKS OR BUILDING IN QUESTION:
(a) Planning permission Reference No.: _____
(b) Date planning permission was granted: _____
11. CONSTRUCTION WORKS:
(a) Date construction started: _____
(b) Is construction of the building completed?: <u>YES</u> ☐ <u>NO</u> ☐
(c) If (b) above is 'Yes', please state the date of completion: _____
(d) If (b) above is 'Yes' Is the building occupied or operational?: <u>YES</u> ☐ <u>NO</u> ☐
(e) If (b) above is 'No', please specify the state of completion of the works or building:
Less than 25% ☐ 25-50% ☐ 50-75% ☐ More than 75% ☐
(f) Have any modifications to the original design been made during construction?
<u>YES</u> ☐ <u>NO</u> ☐
(g) If (f) above is 'Yes', was planning permission sought (if necessary) for the modifications?
<u>YES</u> ☐ <u>NO</u> ☐
12. AMOUNT OF FEE (accompanying this application) € _____

Note:-

1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.
2. This Application Form must be accompanied by documents that clearly identify and describe the works or building, as they have been commenced or constructed.

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REGULARISATION CERTIFICATE STATUTORY DECLARATION

BUILDING CONTROL AUTHORITY:

UNIQUE IDENTIFIER:

I/WE _____ **(NAME)**

OF _____ **(ADDRESS)**

_____ **EIRCODE:** _____

do solemnly and sincerely declare that the drawings, documents and information supplied in relation to the attached application for a Regularisation Certificate for the building as constructed or in respect of works already carried out to date:

DESCRIPTION OF THE WORKS OR BUILDING:

LOCATED AT: _____

_____ **EIRCODE:** _____

pursuant to article 20 C of the Building Control Regulations 1997 to 2021 are true and accurate and that the works comply fully with Part B (Fire Safety) of the Second Schedule to the Building Regulations.

I/We solemnly declare to agree to inspection of the works / building by the Building Control Authority in carrying out its functions under the Act.

I/We solemnly declare to abide by any conditions, including conditions to carry out additional work considered appropriate by the Building Control Authority necessary to enable the authority to issue a Regularisation Certificate.

I/We accept that where the conditions attached to the Regularisation Certificate are not fully complied with to the satisfaction of the Building Control Authority within a period of 4 months from the date of issue of the Regularisation Certificate, the Certificate shall not have effect.

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SIGNED: _____ **DATE:** _____

Signed in the presence of Commissioner of Oaths:

NAME: _____

ADDRESS: _____

_____ **EIRCODE:** _____

SIGNATURE: _____

Commissioner of Oaths

Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect.