

**BUILDING CONTROL ACTS 1990 and 2007
APPLICATION FOR A REGULARISATION CERTIFICATE**

TO: LOUTH COUNTY COUNCIL
County Hall
Millennium Centre
Dundalk

OFFICIAL USE

Date Received _____
Register Ref. _____
Entered on _____
Entered by _____
Fee Received _____
Receipt No. _____

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.

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	<u>YES</u>	<u>NO</u>
Material alteration	<u>YES</u>	<u>NO</u>
Material change of use	<u>YES</u>	<u>NO</u>
Extension to a building	<u>YES</u>	<u>NO</u>

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) € _____

Note: -

- 1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.**
- 2. This Application Form must be accompanied by a complete and certified set of drawings for the works or building as commenced or constructed.**

DATA PROTECTION CONSENT FORM

Fire Safety Certificates under the Building Control Regulations and
Fire Services Act 1981 and 2003

Data Protection Acts 1988 to 2018

I, _____ consent to the collection and processing of the data provided by me by Louth County Council for the purposes of [1] *viewing, assessing, validating, verifying, scanning, storing and retrieving fire safety certificates under the Building Control Regulations 1997 and [2] for use under Pre-Incident Planning under Section 22(4) of the Fire Services Acts 1981 and 2003 for collating, preparation and using such data and [3] to assist in the administration and provision of an efficient and effective emergency response in accordance with the Fire Services Acts 1981 and 2003.*

I agree that Louth County Council when assessing my application may contact other Government Departments including Department of Social Protection, Revenue Commissioners and the Department of Justice to confirm the information provided.

Louth County Council will treat all information and personal data you give us as confidential. We will retain your data for no longer than is necessary for the purpose of [1] *viewing, assessing, validating, verifying, scanning, storing and retrieving fire safety certificates under the Building Control Regulations 1997 and [2] for use under Pre-Incident Planning under Section 22(4) of the Fire Services Acts 1981 and 2003 for collating, preparation and using such data* and in accordance with the Council's Retention Policy.

Signed: _____ Date: _____

Name: _____

(PRINT in Block Capitals)

I do not consent to my data being processed, shared and stored by Louth County Council for the purposes outlined above.

Signed: _____ Date: _____

Name: _____

(PRINT in Block Capitals)