

NOTES FOR GUIDANCE OF APPLICANT

1. GENERAL

Article 13 of the Building Control Regulations, 1997 provides that an application for a fire safety certificate shall be accompanied by:-

- (a) Such plans (including a site or layout plan and drawings of floor plans, elevations and sections) (in duplicate), calculations, specifications and other particulars as are necessary to:-
 - (i) Identify and describe the building or works to which the application relates.
 - (ii) Enable the building control authority to assess, whether the said works or building would, if constructed in accordance with the said plans, calculations, specifications and other particulars, comply with requirements of Part B of the Second Schedule to the Building Regulations.
- (b) Particulars of the nature and extent of the proposed use and, where appropriate, of the existing use, of the building concerned.
- (c) The appropriate fee.

The extent to which plans, calculations and specifications will be required to establish compliance with Building Regulations will vary in individual cases depending on the type, size and complexity of the building concerned, but the information in paragraphs 2 and 3 can be used as a guideline. Where relevant, all the plans and information listed below should be supplied.

2. PLANS, DRAWINGS AND MAPS

These should be submitted in duplicate and should, where appropriate, comply with the following:-

- (a) Building, roads, boundaries and other features in the vicinity of the building or works shall be shown on site plans or layout plans, to a scale of either one to one thousand (1:1000) or one to two thousand five hundred (1:2500).
- (b) A block plan to a scale of not less than one to five hundred (1:500) should show:-
 - (i.) The boundaries of any land belonging to the building.
 - (ii.) Any roadways within the boundaries together with their widths.
 - (iii.) Locations of gateways or other restrictions to width of vehicular access at or within the boundaries and indicate the narrowest such width.
 - (iv.) Locations of bridges, arches, cables or other overhead restrictions to height of vehicular access and indicate the lowest such height.
 - (v.) All access points to the building.
 - (vi.) Location and diameter of any water main or hydrant adjacent to or within the boundaries
 - (vii.) Storage compounds and materials being stored.
 - (viii.) Location and type of isolation devices for building services.
 - (ix.) Location and diameter of internal rising fire water mains and foam inlet pipes.
 - (x.) Location and type of control devices for active fire control systems.

- (c) A plan of each floor and section of each storey, floor and roof of the building together with drawings of each elevation should show:-
- (i) Principal dimensions expressed in metric figures.
 - (ii) Forms and materials of construction.
 - (iii) Periods of fire resistance of elements of structure and fire resisting doors.
 - (iv) Intended use and floor area of each room or space.
 - (v) Maximum number of persons likely to occupy each floor or space.
 - (vi) Fire escape routes within and from the building, their maximum widths and clear heights.
 - (vii) Fire compartmentation.
 - (viii) Barriers to passage of fire and smoke in cavities.
 - (ix) Principal service ducts.
 - (x) Areas of high fire risk.
 - (xi) Location and type of manual fire fighting equipment.
 - (xii) Fire fighting shafts.
 - (xiii) Smoke ventilation provisions.
 - (xiv) Internal fire main outlets.
- (d) The north point should be indicated on all plans to which paragraphs (a) and (b) apply.
- (e) Plans, section, elevation or other drawings to which paragraph (c) applies should be drawn to appropriate scale.

3. **CALCULATIONS AND SPECIFICATIONS**

- (a) Calculations should be submitted, where appropriate, in respect of the following:-
- (i) Fire resistance elements of structure.
 - (ii) Size of fire compartments.
 - (iii) Numbers of occupants.
 - (iv) Number and width of escape routes.
 - (v) Smoke control provisions.
 - (vi) Permitted unprotected area in external walls.
 - (vii) Fire fighting water supply.
- (b) Specifications and details of Standards and Technical Documents, by reference to which fire safety features were designed, should be submitted, where appropriate, in respect of the following:-
- (i) Fire detection and alarm systems.
 - (ii) Emergency lighting systems.
 - (iii) Surface linings.
 - (iv) Smoke control provisions.
 - (v) Fire resisting constructions.
 - (vi) Cavity barriers and fire stopping.
 - (vii) Electrical installations.
 - (viii) Heating systems.
 - (ix) Manual fire fighting equipment.
 - (x) Automatic fire suppression systems.