



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Preparation of Fire Certificate Applications

Procedure No. 009

	Print Name	Title	Date
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Reviewed by	B. Lennon	Fire and Safety Officer	11th April 05
Corporate Authorisation	J.G MacNamara	T.S.O.	11th April 05

INTRODUCTION

The purpose of this procedure is to describe how to prepare a valid fire safety application.

Scope

With the exception of a domestic building and agricultural building a fire safety certificate is required for all new buildings as well as changes of use and most alterations and extension to which building regulations apply.

Responsibility

It is the responsibility of the project team to ensure that this procedure is fully complied with.

Definitions

Fire Safety Certificate: A fire safety certificate is granted by a building control authority certifying that a building complies with Part B of the 2nd schedule to the building regulations, 1997

PROCEDURE

GENERAL

- 1.0** Application forms are available at the local building control authority and should be submitted together with
- 2 copies of plans and specifications
 - Details of proposed use
 - The appropriate fee, based on floor area
- 2.0** The presentation of appropriate information in a compliance report in conjunction with all the necessary plans, drawings and maps is recommended, because properly prepared. The combination of report and drawing lends itself to clearly demonstrate compliance with Part B of the second schedule of the building regulations.

3.0 If an application is rejected it can be appealed to An Board Pleanala within a period of one month beginning on the day of the decision of the building contract authority.

4.0 Application Procedure

Introduction – it is suggested that the introduction should include:–

- a) A declaration as to the purpose of the report
- b) A brief description of the works or building for which the application is being submitted.
- c) Specification of the Technical Guidance document(s) and/or codes used as the basis for the fire safety design
- d) A list (or reference to a list) of the drawings in conjunction with which the report is to be read.
- e) The purpose group classification(s) of the proposed use(s).

4.1 Performance of Materials

Many of the provisions of technical guidance documents and codes are given in terms of performance in relation to standard fire tests. To demonstrate compliance with the recommended performance the following will need to be supplied.

- a) A confirmation that the performance will be achieved.
- b) Specification of material to be used.
- c) Verification/substantiation that the specified materials achieve the stated performance.

Item C, verification/substantiation of performance, could possibly be incorporated in the introduction to the report. They are more usually included in the body of the report or in the Appendices.

4.2 Means of escape in case of fire

If not already specified in the introduction, the technical documents and/or codes used as the basis for designing means of escape should be specified at the beginning of this section of the report.

4.3 The preceding recommendations in respect of the section of report relating to means of escape apply equally to those sections relating to:-

Regulation B2 – Internal fire spread (linings)

Regulation B3 – Internal fire spread (structure)

Regulation B4 – External fire spread

Regulation B5 – Access and facilities for the Fire Service.

5.0 Fees

5.1 Fees are prescribed in Part V of the Building Control Regulations, 1997

5.2 “Relevant floor area” means floor area of works or building to which application related which is affected by the works or material change of use as the case may be.

“Floor area” sum of area on each floor bounded by inner finish on enclosing wall (or edge of floor on side where there are no enclosing walls).

Area includes space occupied by

- Walls
- Shafts
- Ducts, or
- Structure within the area being measured.

Appendices:

Appendix 1:- Fire Safety Certification Application Checklist

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Fire Safety Certification Application Checklist

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 such other particulars as are necessary to –
 - i. Identify and describe the works of building to which the application relates, and
 - 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 uses and, where appropriate, of the existing use, of the building concerned, and
- c) such fee (if any) as may from time to time be prescribed for that purpose in Part V.

FIRE SAFETY CERTIFICATE APPLICATION CHECKLIST

FSC Ref: _____ OTHER FSC REF. RELATING TO PREMISES: _____

APPLICATION FOR: _____

CONSULTANCY CONTACT NAME: _____ TELEPHONE NO: _____

CHECKLIST – TO ASSIST IN THE ASSESSMENT OF FSC APPLICATION & SHOULD BE ATTACHED TO THE WORKING FILE ALONG WITH THE FIRE OFFICER'S NOTES. THE CHECKLIST IS AN AID ONLY AND MUST NOT REPLACE AN INDEPTH ASSESSMENT FOR COMPLIANCE WITH PART B OF THE BUILDING REGULATIONS.

1. REPORT

It should have an introduction describing the proposed development and stating clearly the purpose of the report. It should be divided into 5 distinct sections as described hereunder.

Note: All references are to Sections in Building Regulations 1997, Technical Guidance Document B (TGD-B).

	YES	NO	COMMENTS
- The Building has been categorised in accordance with Table 0.1	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____

(A) Section B1 - Means of Escape in Case of Fire

- Section 1.1 has been checked to ensure correct Code is being used to Demonstrate compliance with Means of Escape provisions, e.g. BS 5588: Part 1: 1990 for flats and maisonettes	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
- All the relevant parts of the particular Code or Sections 1.2, 1.3 have been addressed (i.e. no. of occupants, no. of exits, travel distances, no. of stairways, inner rooms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
- All the relevant parts of Section 1.4 have been addressed	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
- Sufficient/Adequate details have been given to demonstrate compliance with the following sections 1.4.2, 1.4.4.1, 1.4.8, 1.4.13, 1.4.14, 1.4.15	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

(B) Section B2 - Internal Fire Spread (Linings)

- The proposed Wall and Ceiling Linings in all areas have been specified and compliance with Section 2.1 has been demonstrated	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____
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	YES	NO	COMMENTS
- Variations in linings have been addressed (Section 2.2)	<input type="checkbox"/>	<input type="checkbox"/>	
- Reqs. Re. Thermoplastic materials have been addressed (Section 2.3)	<input type="checkbox"/>	<input type="checkbox"/>	
(C) Section B3 - Internal Fire Spread (Structure)			
- Tables A1 and A2 have been consulted and the required Fire Resistance Performance of structural elements, floors, compartment walls and floors, ceilings, cavity barriers, protected corridors, lobbies, stairways, shafts, etc. has been outlined.	<input type="checkbox"/>	<input type="checkbox"/>	
- The proposed methods of achieving the required fire resistance performance have been outlined in detail	<input type="checkbox"/>	<input type="checkbox"/>	
- Sufficient Verification of the proposed methods has been given	<input type="checkbox"/>	<input type="checkbox"/>	
- It has been checked whether the building needs to be divided into compartments, either by size (Table 3.1) or by different uses (Sections 3.2.4.1 - 3.2.4.7 inclusive)	<input type="checkbox"/>	<input type="checkbox"/>	
- Construction details of compartment floors and walls, separating walls, junction openings, protected shafts, etc. have been outlined (Sections 3.2.5 - 3.2.7.6)	<input type="checkbox"/>	<input type="checkbox"/>	
- Requirement for Protected shafts have been addressed (3.2.7)	<input type="checkbox"/>	<input type="checkbox"/>	
- Junctions of compartment wall and roof has been addressed (3.2.5.10)	<input type="checkbox"/>	<input type="checkbox"/>	
- Requirements re. fire stopping have been addressed (Section 3.4)	<input type="checkbox"/>	<input type="checkbox"/>	
- Table 3.3 has been consulted re. cavity barriers and it has been indicated how compliance will be achieved	<input type="checkbox"/>	<input type="checkbox"/>	
- The proposed method of constructing and fixing cavity barriers have been outlined (Sect. 3.3.4 - 3.3.5)	<input type="checkbox"/>	<input type="checkbox"/>	
- Section re. Special Provisions has been checked (Sect. 3.5)	<input type="checkbox"/>	<input type="checkbox"/>	
(D) Section B4 - External Fire Spread			
- Compliance with Table 4.1 has been checked	<input type="checkbox"/>	<input type="checkbox"/>	
- Table A1 has been consulted to ascertain the required Fire Resistance Standard, if parts of the external wall need to be protected and the Proposed Method of achieving this Fire Resistance has been outlined	<input type="checkbox"/>	<input type="checkbox"/>	
- Calculations re. unprotected areas have been carried out for each elevation of the building and checked that these are within the limits given in tables 4.2 or table 4.3 or other Code (Sect. 4.2.8.1)	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	COMMENTS
- Fire Spread/Separation Distances to other buildings on same site has been considered (Sect 4.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	
- The Portal Frame design has been checked (Sect. 4.1.3)	<input type="checkbox"/>	<input type="checkbox"/>	
- Reqs. Re. Roof Coverings has been checked (Sect 4.3 & Table 4.4)	<input type="checkbox"/>	<input type="checkbox"/>	
- Reqs. Re. Roof lights have been checked (Sect. 4.3.5, 4.3.6, Table 4.5 and diagram 29)	<input type="checkbox"/>	<input type="checkbox"/>	

(E) Section B5 - Access and Facilities for the Fire Service*

- Reqs. Re. Provision of Hydrants has been checked (Sect 5.1.7)	<input type="checkbox"/>	<input type="checkbox"/>	
- Reqs. Re. Vehicle Access has been checked (Sect. 5.2, Tables 5.1, 5.2)	<input type="checkbox"/>	<input type="checkbox"/>	
- Reqs. Re. Ventilation of Heat and Smoke has been checked (Sections 5.4.3.1 - 5.4.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	

* Where the proposed development is part of a scheme e.g. industrial estate, campus development, etc., the provision of water supplies and vehicle access for the overall site should be considered.

MAJOR ISSUES:-

RECOMMENDATIONS: -

SIGNED: _____

DATE: _____