



CLARE COUNTY COUNCIL
BUILDING CONTROL AUTHORITY

Building Control Acts 1990 and 2007

**Application Form for a
Regularisation Certificate**

OFFICIAL USE

Date Received _____
Register Ref. _____
Entered on _____
Entered By _____
Fee Received _____

TO: Clare County Council, Building Control Authority, Central Fire Station, New Road, Ennis, Co. Clare.

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2009 for a Regularisation Certificate in respect of proposed 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): _____

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 | (m) |
| | d) Floor area of building | (m ²) |
| | e) Total area of ground floor | (m ²) |
| 7. | Works involving an extension or the material alteration of a building: | |
| | Floor area of extension | (m ²) |
| | Total area of material alteration | (m ²) |
| 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?: | <u>YES</u> <u>NO</u> |
| | Date of completion: | |
| | Is the building occupied or operational?: | <u>YES</u> <u>NO</u> |
| | Is the building still under construction?: | <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% |
| | Have any modifications to the original design been made during construction?: | <u>YES</u> <u>NO</u> |
| | If yes, was planning permission sought (if necessary) for the modifications?: | <u>YES</u> <u>NO</u> |
| 10. | Amount of Fee (accompanying this application) | € |

Notes: -

This Application Form for a Regularisation Certificate must be accompanied by the following: -

- 1. A complete and certified set of drawings for the works or building as commenced or constructed.**
- 2. A Regularisation Certificate Statutory Declaration.**
- 3. Fee of €11.60/m² of floor area (min fee €500 and max fee €50,000)**