



**DECLARATION FOR VIEWING AND/OR COPYING OF BUILDING CONTROL DOCUMENTS**

*(Please read NOTES section overleaf prior to completing this declaration)*

To: Chief Fire Officer, Limerick Fire Service, Lissanalta House, Dooradoyle Road, Limerick

I, \_\_\_\_\_ of  
(NAME OF PERSON)

\_\_\_\_\_  
(ADDRESS)

Telephone no: \_\_\_\_\_ Email Address: \_\_\_\_\_

Request of Limerick City and County Council (upon providing **written consent** from the person whose Premises the request relates (e.g. Owner/Occupier) and **payment by me of the appropriate fee**), the following material:-

\_\_\_\_\_  
\_\_\_\_\_

which formed part of the Disability Access Cert / Fire Safety Cert / Commencement Notice / Certificate of Compliance on Completion file(s):

Reference No(s). in Register:

\_\_\_\_\_

I hereby declare that any copies of material provided to me, are required for the sole purpose of enabling the material to be inspected at another time or place, and that no other use will be made of the material without the licence of the copyright holder in accordance with Section 74 of the Copyright and Related Rights Act, 2000.

Signed: \_\_\_\_\_  
(SIGNATURE OF THE PERSON)

Fee Enclosed: € \_\_\_\_\_  
(SEE NOTE RE FEE ON NEXT PAGE)

Date: \_\_\_\_\_

**NOTES:**

DOCUMENTS AVAILABLE FOR INSPECTION/PURCHASE BY MEMBERS OF THE PUBLIC:

- a) Copy of the *Disability Access Certificate (DAC) / Fire Safety Certificate (FSC) / Commencement Notice (CN) / Certificate of Compliance on Completion (CCC)* application, and of any particulars or further information received or obtained by the Authority from the applicant in accordance with regulations under the relevant Act
- b) Copy of any submission or observations in relation to the application which had been received by the Authority
- c) Copy of the decision of the Authority in respect of the application.

**Fees - Viewing Files:**

To be supplied / emailed a pdf copy of a given file €50 per file

To view a paper file at our offices €50 per file

(Note: You are advised to contact our offices in advance so that we can advise if the files you want to view / copy are available as scanned pdf documents in the first instance. See Contact details below).

**Fees - Photocopying Documents**

Where a member of the public requires us to photocopy documents the fees per page are as follows:

1-2 A4 pages	No Charge (excluding copy of DAC / FSC / CN / CCC decision (e.g. grant) which costs €15).
>2 A4 Pages	€0.20
A3	€1.00
A0/A1	€2.50

**Methods of payment**

- post to Limerick City & County Council, Dooradoyle, Limerick or
- in our Cash Office, Merchants Quay or Dooradoyle between the hours of 9.15am to 4.00pm or
- in our Area Offices (Rathkeale, Kilmallock, Newcastle West) or
- by telephone through credit/debit card. Please phone the Cash Office at 061 557296.

Please quote DAC / FSC / CN / CCC file reference if known, and relevant payment code when making payment to ensure correct allocation of your payment.

FIR007 (Fire Cert)

FIR015 (DAC)

CM003 (Commencement Notice or Certificate of Compliance on Completion)

when making payment to ensure correct allocation of your payment.

**Queries / Contact:** fireservice@limerick.ie; Phone: +353 61 556859**OFFICE USE ONLY**File viewing facilitated at our offices? **Yes/ No** Files viewed \_\_\_\_\_Copies of file material issued? **Yes/ No** Issued in: Pdf format? **Yes/ No** In Paper format? **Yes/ No**

Material issued \_\_\_\_\_

All issued copy documents/drawings have been stamped indicating the documents are for inspection purposes only and that no other use can be made of the material without the licence of the copyright holder. **Yes/ No**

Signed: \_\_\_\_\_

(SIGNED ON BEHALF OF LIMERICK CITY AND COUNTY COUNCIL)

Date: \_\_\_\_\_

STAMP OF LIMERICK CITY AND COUNTY

--

### Letter of consent from the Owner / Occupier

PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS (barr the signature line).

Re Premises \_\_\_\_\_ (insert premises name)

Situated at (insert premises address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ (insert your full name), **owner / occupier** (delete as appropriate), of the above referenced premises hereby give my permission to

\_\_\_\_\_ (insert name of person), to view / receive copy material in relation to the Building Control files as follows, that relate to the above premises.

(List files) \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ This must be signed **by owner / occupier** as named above.

Signed on Date \_\_\_\_\_

This form when completed, and signed, can be scanned and emailed to [fireservice@limerick.ie](mailto:fireservice@limerick.ie), or otherwise delivered to Limerick Fire Service, Lissanalta House, Dooradoyle Road, Limerick