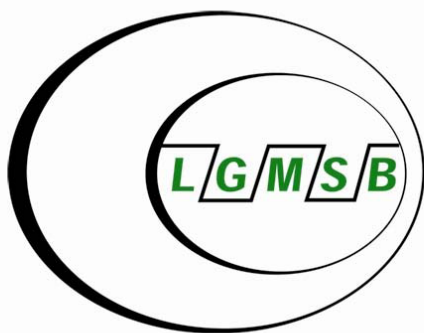


## **A sample-based approach to applying for a Disability Access Certificate**



**An Bord Seirbhísí Bainistíochta Rialtais Áitiúil**  
Local Government Management Services Board  
23 November 2011 – Version 1

## TABLE OF CONTENTS

### 1. INTRODUCTION

|      |                          |   |
|------|--------------------------|---|
| 1.1  | Background and Context   | 3 |
| 1.2. | Requirement              | 3 |
| 1.3. | Practical Considerations | 4 |

### 2. MAKING AN APPLICATION

|       |   |   |
|-------|---|---|
| 2.1   | General   | 6 |
| 2.1.1 | The Application Form                              | 6 |
| 2.1.2 | Fee   | 6 |
| 2.1.3 | Drawings  | 6 |
| 2.1.4 | Compliance Report                                 | 6 |
| A     | Introduction to Report                            | 7 |
| B     | Philosophy and Design Approach                    | 7 |
| C     | Standards and References                          | 7 |
| D     | Key Project and Applicant Details                 | 7 |
| E     | Description of the Development/Works              | 7 |
| F     | Nature and Extent of Proposed (and existing) uses | 8 |
| G     | Demonstration of Compliance                       | 8 |
| H     | Schedule of Drawings                              | 8 |

### 3. AIDS TO PREPARATION OF SUBMISSION

|     |                    |   |
|-----|--------------------|---|
| 3.1 | General            | 9 |
| 3.2 | List of appendices | 9 |

#### Appendix 1

|   |  |    |
|---|--|----|
| A | Department of Environment, Community and Local Government (DoECLG) - FAQs for Disability Access Certificates | 10 |
| B | DoECLG - Circular Letter BC10/2009 Dated 10 September 2009   | 15 |
| C | DoECLG - Circular Letter BC 11/2009 Dated 16 November 2009   | 19 |

#### Appendix 2

|   |  |    |
|---|--|----|
| A | Sample Office of Public Works - DAC Drawing Checklist for New Buildings      | 22 |
| B | Sample Office of Public Works - DAC Drawing Checklist for Existing Buildings | 26 |
| C | Sample Office of Public Works - DAC Symbols Key                              | 33 |

#### Appendix 3

|   |   |    |
|---|---|----|
| A | Sample Office of Public Works - DAC Application Report and Drawings | 34 |
|---|---|----|

# 1 INTRODUCTION

## 1.1 Background and Context

The Building Control Act 2007, inter alia, introduced the requirement for Disability Access Certificates (DAC) and Revised Disability Access Certificates. With effect from 1 January 2010 a DAC must be applied for in respect of relevant buildings in accordance with the Building Control Regulations 1997 to 2009. These regulations prohibit a relevant building from being opened, operated or occupied unless, among other things, a DAC has been granted by the Building Control Authority.

This document was developed by a sub-committee of the Local Government Management Services Board's Steering Group on the Disability Act 2005. The sub-committee comprised representation of both the applicant and assessor stakeholders, with a remit to prepare a guideline document on the making of DAC applications.

This resulting document is issued by the Local Government Management Services Board (LGMSB) and is offered primarily as assistance to those working within the local government sector to promote quality in public service delivery and to promote a consistent approach across all Building Control Authority areas.

***This document does not purport to be a regulatory instrument and shall not be construed as such. Neither does the document purport to include all necessary provision for compliance with the Part M requirement.***

The LGMSB wishes to acknowledge the contribution of those individuals involved and to express its appreciation to their respective organizations:-

- Department of Environment, Community and Local Government
- National Disability Authority
- National Standards Authority of Ireland
- Office of Public Works
- Royal Institute of the Architects of Ireland
- Irish Building Control Institute
- Local Authority Building Control Officers
- Local Authority Access Officers

## 1.2 Requirement

The requirement for a DAC was subsequently implemented through S.I. No. 351 of 2009, in order to improve compliance of buildings (or works) with Part M of the Second Schedule of the Building Regulations. A DAC confirms that if the building (or works) is constructed in accordance with the plans, calculations, specifications and particulars submitted it would comply with the Part M requirement.

A DAC is required for new buildings other than dwellings (but including the non-dwelling element of apartment buildings) and certain works (as set out in Article 20 D (1) of S.I. No. 351) to which the Requirements of Part M apply, which commence or take place on or after 1 January 2010.

It should be noted in this context, that the Part M requirement “applies to all works in connection with a material alteration or an extension, without requiring any further work to the existing building<sup>1,2</sup> ...does not apply to a material change of use, except where a material alteration or extension is associated with the material change of use, in which case refer to the previous point<sup>3</sup>”

Part M was amended in 2010 and has been re-titled ‘Access and Use,’ reflecting an overall aim to foster a more inclusive approach to the design and construction of the built environment to facilitate the needs of all people regardless of age, size or disability. It generally comes into force with effect from 1<sup>st</sup> January 2012.

Article 11 of the Building Regulations 1997 was amended to extend the definition of ‘material alteration’ to include Part M. This means that works which involve alterations to features relevant to compliance with Part M for example entrances, sanitary facilities etc, must comply with the requirements of Part M.

Article 13 of the Building Regulations 1997 was amended to require Part M to apply to an existing building or part of an existing building, which undergoes a material change of use to a day centre, hotel, hostel or guest building, institutional building, place of assembly, shop (which is not ancillary to the primary use of the building), or shopping centre.

Note that the Part M 2010 amendment to Articles 11 and 13 which extends the definition of a material alteration to include Part M and require Part M to apply to certain changes of use, respectively, will create the requirement for a DAC for all works relevant to Part M even if the proposed works do not involve an FSC application.

### **1.3 Practical Considerations**

In relation to any individual project an applicant will generally be making three separate submissions for statutory approvals to the relevant local authority.

Each is a distinct and separate process:

- Planning application
- Fire Safety Certificate application FSC
- Disability Access Certificate application DAC

However all three should be considered together at the very earliest stages of the design as each can significantly impact the other. In addition, where a planning application involves a Protected Structure, issues of conservation will also need to be considered. It is the responsibility of the Applicant to ensure consistency between the applications. In the interest of enhanced public service delivery, it is recommended that Local Authorities facilitate pre-application meetings as appropriate and as resources permit.

Whilst a DAC application is not strictly necessary prior to occupation of a completed building, it is recommended that the DAC is applied for at the same time as the FSC (where applicable). The FSC application is normally made after planning stage but prior to detailed

---

<sup>1</sup> Article 11 of the Building Regulations 1997-2011 also stipulates the Regulations apply to every part of a buildings affected by the material alteration or extension but only to the extent of prohibiting any works which would cause a new or greater contravention, in such building.

<sup>2</sup> Part M does not apply to works in connection with extensions to and the material alterations of existing dwellings, provided that such works do not create a new dwelling.

<sup>3</sup> The Requirements of Part M 2010 due to commence on 1 January 2012 amended Article 13 to include certain material changes of use.

design development. This approach is supported by the Department of Environment, Community and Local Government as any changes beyond this point may prove prohibitively expensive.

In relation to the DAC application, a balance is required between the level of information required by the local authority to enable it to make a decision and the level of design to which a project would normally be taken to by this stage, to demonstrate compliance with Part M of the Second Schedule of the Building Regulations.

It is in pursuit of such a balance that this document is offered. It represents a reasonable level of expectation of the information to be provided by the applicant to enable the local authority to assess the application and make its decision.

The intent of this guidance document is to promote consistency in the quality of applications received by building control authorities for assessment. It is hoped that its widespread use will reduce the need for additional information requests and reduce the necessity to impose conditions.

## **2 MAKING AN APPLICATION**

### **2.1 General**

The Building Control Regulations 1997 to 2009 specify that an application for a DAC shall be made on the prescribed form and shall be accompanied by:

- (i) such plans (including a site or layout plans) and particulars as are necessary to identify and describe the works; to enable the building control authority to assess compliance with Part M requirements; and to identify the nature and extent of the proposed use of the building and, where appropriate, its existing use, and
- (ii) the prescribed fee.

This document constitutes the collective advice of those on the sub-committee as to what plans and particulars ought to comprise.

It is recommended that submissions will generally comprise four elements:

- 2.1.1** Application Form
- 2.1.2** Fee (or justification for waiver)
- 2.1.3** Drawings
- 2.1.4** DAC Compliance Report (where necessary)

#### **2.1.1 Application Form**

The form of application for a DAC is specified in Article 20D (3) of S.I. No. 351 of 2009. All Application Forms, Certificates and Statutory Declarations included in S.I. No 351 should be used as prescribed and should not be amended or revised in any way, save to add in specific conditions directly relevant to meeting the Part M requirement.

A separate DAC application is required for each independently used/ accessed building. It is not possible to obtain a DAC for a group of buildings. In general terms this correlates with the Fire Safety Certificate requirements and therefore in a complex proposal there will be an equivalent number of DAC applications as FSC applications. Any queries in this regard would be a matter for clarification by the Building Control Authority.

#### **2.1.2 Fee**

The fee is currently set at €800 per application. Certain exemptions are provided for in the Building Control Regulations. Any queries in this regard can be clarified by the Building Control Authority. For further details see Part 5 of the Building Control Regulations 1997 – 2009.

#### **2.1.3 Drawings**

The extent to which plans and specifications will be required to demonstrate compliance with the Building Regulations will vary in individual cases depending on the size, type, complexity of a building concerned. The intent is to communicate effectively the proposed works in a clear concise manner.

Examples of a DAC application drawing checklist for new and existing buildings and also a symbols key, all prepared by the OPW, have been included as Appendix B.

## 2.1.4 Compliance Report

This report is recommended as an aid to efficient administration of the application which benefits both the applicant and the local authority.

The report should assist in describing the works, assist in demonstrating how the applicant proposes to comply with Part M and it should help clarify the drawings by showing relevant information using symbols (with accompanying legend), dimensions etc. to the optimum extent.

The following outlines the recommended elements of a compliance report:

### A) Introduction to Report

The introduction defines the scope and purpose of the report; establishes the context in which the report is made; specifies the extents and limitations to which the report relates and explains the methodology to be used.

### B) Philosophy and Design Approach

How has accessibility been considered in the proposed design?

- **Applicant's Policy on Accessibility** - It is recommended but not essential to the application that the Applicant identify/outline their policies in relation to broader accessibility issues and state how these have impacted on the building's users regardless of age, size, ability or disability and their approach in relation to the specific building in question.
- **Consultation** - It is recommended but not essential to the application that some level of consultation takes place. The level of consultation undertaken will vary depending on the nature and scale of the building. It is recommended that the Applicant list the consultations that have taken place with User Groups, Disability Organisations, Local Authorities etc.
- **Design Team approach to Accessibility** - It is recommended but not essential to the application that the members of the Design Team identify/outline how their approaches to accessibility issues have impacted the design of the specific building in question. Designing for accessibility should be an integral part of the whole design process from concept to delivery and not considered as a bolt on at the latter stages after the key decisions have been made.

### C) Standards and References

It is recommended that the Design Team list the relevant standards and guidance they have used to demonstrate compliance. Typically, the reference standard will be Technical Guidance Document M and the revised NDA guidance document Building for Everyone – A universal Design Approach. Where other standards are used they should be referred to in the report only in the context to which they arise;

This is a key issue for the Building Control Officer who needs to know what the designer has based their design on, in order to assess compliance.

### D) Key Project and Applicant Details

It is recommended that this information, consistent with that provided in the application form, is included for ease of reference for the Building Control Officer when he/she is carrying out his/her assessment.

**E) Description of Development / Works**

It is recommended that this information is provided as there is often a presumption that, because a planning application has already been submitted, the project is known and understood by the Local Authority. As stated previously the DAC is a separate procedure and the Building Control Officer may be seeing the project for the first time.

**F) Nature and Extents of the Proposed (and existing) uses**

The nature and extent of the proposed use and, where appropriate, the existing use of the building concerned should be identified clearly to enable the building Control Officer to assess compliance.

**G) Demonstration of Compliance**

It is recommended that a similar format be adopted to the structure used in the Technical Guidance Document (TGD). Care should be taken to ensure that the correct technical guidance document relevant to Part M 2000 or 2010 is referenced.

**H) Schedule of Drawings**

It is recommended that all drawings submitted are listed in the report for ease of reference for the Building Control Officer when he/she is carrying out his/her assessment.

An example of a Compliance Report and Drawings prepared by the Office of Public Works has been included in these guidelines as Appendix C.



### **3 AIDS TO PREPARATION OF SUBMISSION**

#### **3.1 General**

In practice an assessment of the application will entail a process of cross referencing between the drawings, the compliance report and the standards used. It effectively mirrors the process the designer has gone through in the development of the proposals. This process is at the heart of the structure of these guidance documents. The following Appendices are provided therefore as aids to those involved in this process.

The Local Government Management Services Board acknowledges the permission of the Department of Environment, Community and Local Government to include circular letters in this document to assist in better understanding of the process.

The Local Government Management Services Board is grateful to the Office of Public Works for permission to include the sample application, symbol key and checklists in this document

#### **3.2 List of appendices**

##### **Appendix 1**

- A** Department of Environment, Community and Local Government (DoECLG) - FAQs for Disability Access Certificates
- B** DoECLG - Circular Letter BC10/2009 Dated 10 September 2009
- C** DoECLG - Circular Letter BC 11/2009 Dated 16 November 2009

##### **Appendix 2**

- A** Sample Office of Public Works - DAC Drawing Checklist for New Buildings
- B** Sample Office of Public Works - DAC Drawing Checklist for Existing Buildings
- C** Sample Office of Public Works - DAC Symbols Key

##### **Appendix 3**

- A** Sample Office of Public Works - DAC Application Report and Drawings

**Appendix 1A -** Department of Environment, Community and Local Government FAQs  
for Disability Access Certificates

The following is a series of questions posed to the Department following the commencement of the Building Control (Amendment) Regulations 2009. The list will be supplemented as the implementation of the Regulations advances. If your query is not answered here, you may contact your local Building Control Officer (**List of Building Control Officers available on our website**) or contact [buildingstandards@environ.ie](mailto:buildingstandards@environ.ie)

**Disability Access Certificate**

**Q:** What is a Disability Access Certificate?

**A:** A Disability Access Certificate is a certificate granted by a Building Control Authority which certifies compliance of the design of certain works (e.g. new buildings (except dwelling houses), some extensions to, and some material alterations to buildings (except dwelling houses) with the requirements of Part M of the Building Regulations.

**Q:** Are there transitional arrangements for the introduction of the DAC?

**A:** The requirement for a DAC came into effect on 1<sup>st</sup> January 2010 for new buildings (other than dwellings houses) which commence on or after that date.

**Q:** I have planning permission, how is this affected?

**A:** Planning permission has no impact on the need for a DAC. If the works began on a building (other than dwellings houses) on or after January 1<sup>st</sup> 2010, then the DAC is required.

**Q:** Is a DAC required prior to submitting a commencement notice?

**A:** A person shall not carry out works in contravention of Part M of the Second Schedule to the Building Regulations 2000 or any conditions subject to which a DAC is granted (where a DAC is required).

To avoid potentially expensive remedial work, it would be considered good practice to apply for a DAC at the same time as a Fire Safety Certificate ((FSC) prior to submitting a commencement notice), therefore ensuring that the DAC and any conditions pertaining to it are set out prior to commencement of works.

However, a DAC may be applied for after commencement notice, but in no case shall a building be opened, operated or occupied or permitted to do so unless a DAC has been granted or pending determination of an appeals process.

A commencement notice must be submitted between 14-28 days in advance of work commencing.

**Q:** Can works commence on a relevant development prior to the granting of a DAC?

**A:** Technically, a DAC is not required in advance of commencement of work. However, a person shall not carry out works in contravention of Part M of the Second Schedule to the Building Regulations 2000 or any conditions subject to which a DAC is granted (where a DAC is required).

To avoid potentially expensive remedial work, it would be considered good practice to apply for a DAC at the same time as a FSC, therefore ensuring that the DAC and any conditions pertaining to it are set out prior to commencement of works.

**Q:** How long will a DAC take to process?

**A:** The timescale is up to 8 weeks under Section 6(5) of the Building Control Act, 1990, or longer if agreed between the applicant and the BCA.

**Q:** When should I apply for the DAC?

**A:** You should apply at the same time as applying for a FSC. The time scale for assessment of both applications is the same. This ensures you have all relevant information prior to construction.

**Q:** What If I have my FSC already but no DAC?

**A:** Apply for the DAC immediately/ as soon as possible. Paragraph 2(b) of Departmental Circular BC11/2009 lists what should be provided with the application. Further material may be requested by the Building Control Authority.

**Q:** If a proposed development has already been granted planning permission and a FSC prior to 01/01/10, but works have not commenced prior to that date, is a DAC required?

**A:** Yes.

**Q:** Is a DAC required for a material change of use of a building ?.

**A:** A DAC is required for certain works to which the Requirements of Part M apply. Refer to Article 20 D (1) of S.I. 351) Part M will apply to a material change of use of a building only when it includes a material alteration - in such cases Part M will apply to all works in connection with the material alteration and a DAC should be applied for.

**Q:** Does an application for a DAC have to show compliance with the proposal for a revised Part M, which was the subject of a public consultation process in 2009?

**A:** No. The DAC will certify compliance with the requirements of the current Part – Part M 2000 . Draft Part M 2009 proposals have not yet been finalised. However, additional information may be required for DAC applications when future revisions of part M become operative.

**Q:** Which of these scenarios require a DAC?

**Yes** New buildings, including apartment blocks

**No** Dwelling houses

**Yes** Material alteration to a day care centre, apartment block, hotel, hostel, guest building, institutional building, place of assembly, shopping centre

**Yes** Material alteration to a shop, office or industrial building where additional floor area is provided within existing building or building is being subdivided into a number of units for separate occupancy.

**Yes** Extension to an existing building other than a dwelling house of greater than 25m<sup>2</sup>

**No** Existing building was damaged/burnt and is being repaired.

**No** A material change of use, by itself - see above

**Yes** A material change of use involving a material alteration associated with the change of use.

**Q:** Will there be a 7 day Notice or a Regularisation Certificate in respect of the DAC?

**A:** There is no need for a 7 day notice in respect of a DAC, as a DAC is not required prior to commencement - see above.

There is no need for a regularisation certificate as DAC only applies to works commencing from Jan 1 2010 and not retrospectively. A DAC must be acquired prior to opening, operating or occupying a building to which works required a DAC. A DAC can be applied for this purpose.

A Regularisation Certificate applies to existing buildings which were Commenced or completed without a FSC, where required.

**Q:** Where the design of a building or work on a building is changed (eg: unforeseen site conditions demand layout changes), what is expected?

**A:** A revised DAC is required where significant revision is made to the design or works or a material alteration to or a material change of use of a building in respect of which a DAC has been granted by a BCA. You may apply to the Building Control Authority for the revised certificate.

**Q:** Why are schools, bar the smallest, not exempt from DAC fees?

**A:** The Regulations provide for an exemption from fees for primary schools only with 4 mainstream teachers or less, as requested by the Department of Education and Science.

**Q:** What is the fee for a DAC?

**A:** The fee is €800 per building.

**Q:** Is there a sq.m application fee for a DAC?

**A:** There is no sq.m application fee for a DAC.

**Q:** Can agents sign the DAC application form on behalf of the applicant?

**A:** Yes, if they are authorised to do so by the building owner.

**Q:** The form for a revised DAC requires working drawings. Working drawings are only progressed where work has commenced

**A:** The need for a revised DAC is not limited to works which have not commenced. It applies where significant revision is made to the design of the building or works already commenced.

**Q:** If a DAC has not been sought for a building where it is required or where an appeal has been lodged with An Bord Pleanála in respect of a decision by a building control authority on a DAC application, what is the position?

**A:** A building cannot be opened, operated or occupied or permitted to be opened, operated or occupied without the necessary DAC or where an appeal has been lodged, pending the determination of the appeal.

## **Regularisation Cert FAQ**

**Q:** What is a regularisation certificate?

**A:** A certificate granted by a building control authority in respect of works on non-domestic buildings and apartments blocks which were commenced or completed without the necessary Fire Safety Certificate (FSC). The certificate may be granted with or without conditions or refused.

What options has the building owner where the application is refused or granted subject to conditions?

**A:** There is provision for an appeal to An Bord Pleanála in such cases. The appeal must be lodged within 1 month of the date of the decision on the application –see Part VI of the Building Control Regulations.

**Q:** Is there a fee for a regularisation certificate?

**A:** The fee is €500 which is four times the fee for a FSC, or €11.60 per square metre of floor area, whichever is greater. This may vary depending on the works - please see the Fifth Schedule of the Building Control Regulations.

**Q:** A period of 4 months is set down to comply with conditions which may be inserted by the building control authority in a regularisation cert. This is not sufficient time and is there a mechanism to extend it?

**A:** There is no mechanism to extend. It is an offence to commence work on a building without a FSC (where required) and the regularisation cert is a chance to be in compliance with the fire safety certification regime. If the works are not carried out within the 4- month period, the certificate will not have effect.

**Q:** Note 2 requires a “certified” set of drawings. Who can ‘certify’ drawings.

**A:** It is expected that drawings will be certified by a person qualified to do so as a building professional- this would be expected to be the professional who completed the drawings.

**Q:** Will the building owner or a person so authorised sign the statutory declaration in respect of works for which a regularisation cert is sought?

**A:** This is a matter between the building owner and the builder/professional engaged by the building owner.

**Q:** Can a solicitor sign a statutory declaration as a Commissioner of Oaths?

**A:** Yes, when s/he is also a Commissioner of Oaths. However, a solicitor shall not exercise these powers in any proceedings in which he is solicitor to any of the parties or in which he has an interest.

## **7 Day Notice FAQ**

**Q:** What is a 7 day notice?

**A:** It is a ‘fast track’ notification of commencement of work prior to the granting of a FSC.

**Q:** What is the fee for a 7 day notice?

**A:** The standard fee is €250 or €5.80 per square metre of floor, whichever is the greater. This is double the amount for a standard FSC application. The fee may vary depending on the work proposed and the fees are listed in the Fifth Schedule of the Building Control Regulations.

**Q:** Do I need to apply for a FSC as well and do I have to pay a fee for both?

**A:** Yes, the 7 Day notice must be accompanied by a valid FSC application and a statutory declaration in respect of the work proposed, but only the fee for the 7 day notice applies. You do not have to submit separate fees for both the Notice and the FSC.

**Q:** Can you apply for a 7 day notice if you have already applied for a Fire Safety Certificate?

**A:** Yes, if you have made a valid application for a FSC you may submit a 7 day notice provided you submit the reference number of the original application, the revised fee and all the required documentation as listed in Article 20A of the Regulations. You should liaise with your local building control authority.

Circular Letter BC10 /2009.

10 September 2009.

**Building Control Act 2007 (Commencement Order) 2009 (S.I. No. 352 of 2009)**

**Building Control (Amendment) Regulations 2009 (S.I. No. 351 of 2009).**

Dear Manager,

I am directed by the Minister for the Environment, Heritage and Local Government to enclose for your attention copy of -

1. **Building Control Act 2007 (Commencement Order) 2009 (S.I. No. 352 of 2009) and**
2. **Building Control (Amendment) Regulations 2009 (S.I. No. 351 of 2009).**

**1 Purpose of Regulations.**

The Building Control Act 2007 (Commencement Order) 2009 provides for the commencement of Sections 5 and 6 of the Act.

The Building Control (Amendment) Regulations 2009 amend the Building Control Regulations 1997 and prescribe the administrative procedures in respect of the new certification measures provided under Section 5 of the Building Control Act 2007. The measures provide for a 7 Day Notice in respect of commencement of certain works; Regularisation Certificate; revised Fire Safety Certificate, Disability Access Certificate and revised Disability Access Certificate, together with the Schedule of fees for such applications. The Regulations also provide for the making of an appeal to An Bord Pleanála in respect of a Regularisation Certificate, Disability Access Certificates/revised Disability Access Certificate under Section 6 of the Act.

The relevant Application Forms, Statutory Declarations and Certificates for the new provisions are specified in the Third and Fourth Schedules to the Regulations. An amended form of Commencement Notice is prescribed in the Second Schedule.

The Regulations will come into effect on 1 October 2009 except for the provisions of Article 8 (Disability Access Certificates/revised Disability Access Certificates) which will come into effect on 1 January 2010.

The Regulations should be read in conjunction with the Building Control Acts 1990 and 2007 and the Building Control Regulations 1997

2. **Article 7 - Part IIIA of Principal Regulations**

**7 Day Notice.**

Article 20A sets out the procedure for submission of a 7 Day Notice to a Building Control Authority where a person intends to commence work on the construction of a building before grant of the relevant Fire Safety Certificate (FSC). The Notice must be submitted not less than 7 days in advance of commencement of work and must be in accordance with the requirements of Article 20A(2) of the Regulations.

A 7 Day Notice application should be considered and a decision made thereon in accordance with the requirements of Article 20A (3) and 20A (4) of the Regulations.

The Regulations amend Article 12 so as to provide that a Commencement Notice will not be required in respect of buildings where a 7 Day notice has been submitted.

**Revised Fire Safety Certificate**

Article 20 B provides for a revised Fire Safety Certificate (FSC) in respect of works where-

- (i) an application for a FSC is made before grant of planning permission, if required by the subsequent permission, or
- (ii) where significant revision is made to the design or works of a building for which a FSC has already been granted

An application submitted for a revised FSC must be in accordance with the requirements of Article 20B (3) of the Regulations. The application should be considered and a decision made thereon and notified to the applicant in accordance with the requirements of Article 20B (4) to Article 20B (8) of the Regulations

**Regularisation Certificate.**

Article 20C sets out the requirements for a Regularisation Certificate where a building has been commenced or completed without a FSC where such certificate is required, or the submission of a 7 Day Notice. An application submitted for a Regularisation Certificate must be in accordance with the requirements of Article 20C(2) of the Regulations.



An application for a Regularisation Certificate should be considered by the Building Control Authority and a decision made thereon and notified to the applicant in accordance with the requirements of Article 20C(3) to 20C(9) of the Regulations. An inspection of the building by an "Authorised Person" from the Building Control Authority is required before a decision is made on the application. A Regularisation Certificate may be granted by the Building Control Authority with or without conditions, or refused.

A Regularisation Certificate granted under the Regulations will certify that in the opinion of the Authority the works "as constructed in accordance with the documentation submitted comply with the requirements of Part B of the Second Schedule to the Building Regulations 1997 to 2008". It will also state that "in considering the application, no assessment has been made as to whether the works or building will comply or is in compliance, as appropriate, with the other requirements of the Second Schedule to the Building Regulations 1997 to 2008.

The Regularisation Certificate will not have effect unless any conditions (including conditions regarding the carrying out of additional works) required by the Authority are carried out within a period of 4 months from the grant of the Certificate.

#### **Article 8 - Part III B of Principal Regulations**

##### **Disability Access Certificate**

Article 20 D sets out the requirements for a Disability Access Certificate (DAC) which will certify compliance at design stage of certain works with the requirements of Part M of the Second Schedule to the Building Regulations 1997 to 2008. The DAC will apply to works or buildings pursuant to paragraphs (a) to (e) of Article 11 (1) of Part III of the Regulations.

An application for a DAC must be submitted in accordance with the requirements of Article 20D(3) of the Regulations. An application for a DAC should be considered by the Building Control Authority and a decision made thereon and notified to the applicant in accordance with the requirements of Article 20C(4) to 20D (10) of the Regulations.

##### **Revised Disability Access Certificate**

Article 20 E provides for a revised Disability Access Certificate (DAC) in respect of works where significant revision is made to the design or works of a building for which a DAC has already been granted.

An application for a revised DAC must be in accordance with the requirements of Article 20E (2) of the Regulations. The application should be considered and a decision made thereon and notified to the applicant in accordance with the requirements of Article 20E (3) to Article 20E (7) of the Regulations.

**Article 11 – Exemptions for Certain Schools.**

The Regulations amend Article 22 of the 1997 Regulations to provide an exemption from payment of fees for Disability Access Certificates/revised Disability Access Certificates in respect of certain primary schools where the maximum number of mainstream teachers employed is or will be 4 or less.

**Article 20 -Prohibition on the opening, operation or occupation of a building**

The Regulations amend Article 22 of the 1997 Regulations to prohibit the opening, operation or occupation of a building unless a Fire Safety Certificate/ Revised Fire Safety Certificate, a Regularisation Certificate or a Disability Access Certificate/Revised Disability Access Certificate has been granted, if required, or where an appeal has been made to An Bord Pleanála in respect of any of these Certificates, pending the determination of the appeal. Non- compliance with this requirement will be an offence to which Section 17 (2) of the Building Control Act 1990, as amended by the Building Control Act 2007, applies.

Enquires in regard to the Regulations may be made to the undersigned (Tel. No. 01-8882386); Dara Dunne (Tel. No. 01-8882551) or Claire Darragh (Tel. no. 01-8882893)

Yours sincerely,

Asst. Principal Officer,  
Private Rented Sector and Building Standards Section.

To: City & County Managers  
Building Control Officers  
Chief Fire Officers

The Regulations may be accessed on the Departments website as follows:  
<http://www.environ.ie/en/DevelopmentandHousing/BuildingStandards/>

16 November 2009.

Circular letter BC.11/2009.

**Building Control (Amendment) Regulations 2009 (S.I. No. 351 of 2009).**  
**Disability Access Certificates.**

A Chara,

I am directed by the Minister for the Environment, Heritage and Local Government to refer to Circular Letter Ref. No. BC 10/2009 dated 10 September 2009.

The Disability Access Certificate (DAC) was introduced through SI 351 of 2009 dated 4 September 2009, in order to improve compliance of buildings with Part M of the Building Regulations, currently Part M 2000.

**Application**

A DAC is required for new buildings other than dwellings (including apartment buildings) and certain works (as set out in Article 20 D (1) of SI 351) to which the Requirements of Part M apply, which commence or take place on or after 1 January 2010.

It should be noted in this context, that the Requirements of Part M

- apply to all works in connection with a material alteration or an extension, without requiring any further work to the existing building<sup>1,2</sup>.
- do not apply to a material change of use, except where a material alteration or extension is associated with the material change of use, in which case refer to the previous point.

It is expected that a DAC will normally be applied for at the same time as a Fire Safety Certificate.

### **Form of Application.**

The form of application for a DAC is specified in Article 20D (3) of SI 351.

The application should be accompanied by -

1. Such drawings (including a site or layout plan )(in duplicate), suitably marked, noted, highlighted (e.g. coloured, toned or other) and such other particulars (e.g. a report) as are necessary,
2.
  - (a) to identify and describe the works or building to which the application relates, and
  - (b) to demonstrate how the Building or works comply with the Requirements of Part M 2000, in particular in relation to the following<sup>3</sup>, where applicable;
    - Approach to a Building
    - Access to a Building
    - Circulation within a Building
    - Use of facilities within a Building
    - Bedrooms in hotels and other guest accommodations
    - Sanitary conveniences
    - Audience or spectator facilities
    - Apartments in a building.
  - ( c ) to identify the nature and extent of the proposed use and, where appropriate, of the existing use of the building concerned, and
3. A fee of € 800 per building (as per Part V of the Building Control Regulations 1997-2009).

### **Early applications.**

In order to facilitate the efficient and effective implementation of the DAC and thus greater compliance with Part M as soon as possible, Building Control Authorities are encouraged to deal promptly with valid applications received

in advance of 1 January 2010, for buildings or works due to commence in January and February 2010.

Any advice or clarification in relation to the above and related matters may in the first instance be e-mailed to [buildingstandards@environ.ic](mailto:buildingstandards@environ.ic). Telephone enquiries may be addressed to the undersigned (01 888 23861), Adam Egan (01 888 2551 or Claire Darragh (01 8882893).

Mise, le meas,

Assistant Principal Officer  
Private Rented Sector and Building Standards Section

To : All City / County Managers; Building Control Officers; and  
Chief Fire Officers.

---

<sup>1</sup> Article 11 of the Building Regulations 1997-2008 also stipulates the Regulations apply to every part of a building affected by the material alteration or extension but only to the extent of prohibiting any works which would cause a new or greater contravention, in such building.

<sup>2</sup> Part M does not apply to works in connection with extensions to and the material alterations of existing dwellings, provided that such works do not create a new dwelling

<sup>3</sup> It should be noted that additional information may be required in relation to the list in item 2 (a) above when future revisions of Part M come into effect.

## Appendix 2A - Buildings

## Sample Office of Public Works - DAC Drawing Checklist for New

Below is a list of information that that may be required to demonstrate compliance with the provisions in TGD Part M 2010. For clarity and ease of use the information required has been broken into 5 sections. Each of these has also been subdivided into a number of logical drawings. However, depending on the scale, complexity and use of the building, the information listed for the different drawings could be combined onto one drawing. Separate guidance is tabled for DAC applications in existing buildings.

| <b>TABLE 1</b>                   | <b>APPROACH TO NEW BUILDINGS</b>  |                   |
|----------------------------------|---|-------------------|
| <b>Drawing</b>                   | <b>Suggested information required</b>   | <b>Scale</b>      |
| <b>Site Location Plan</b>        | <ol style="list-style-type: none"> <li>1. Site location plan / OS map,</li> <li>2. Indicate site location in colour.</li> </ol>   | 1:1000<br>/1:2500 |
| <b>Proposed Site Layout Plan</b> | <ol style="list-style-type: none"> <li>1. Outline in colour extent to which application applies.</li> <li>2. Indicate and name <b>approach route(s)</b> to accessible entrance(s), from adjacent road and/or from site entrance, and from designated car-parking spaces for people with disabilities and/or from setting down area,</li> <li>3. Indicate and name <b>circulation route(s)</b> around the building; between accessible entrance(s) and other subsidiary entrance(s); between facilities within the complex and from building exits to assembly points/site boundary,</li> <li>4. Indicate route from entrance nearest to setting down area and designated car-parking to main reception area.</li> </ol> | 1:500             |
| <b>Proposed Site Plan</b>        | <ol style="list-style-type: none"> <li>1. Indicate if accessible route is level, gently sloping, ramped or stepped and note gradient,</li> <li>2. Indicate the width and passing places if required,</li> <li>3. Provide key levels on site,</li> <li>4. Indicate the location of street furniture, bollards, guarding, hazards etc,</li> <li>5. Indicate the extent of pedestrian crossings and dished channels/ kerbing,</li> <li>6. Reference to detailed drawings of stairs, ramps, car parking and setting- down if applicable.</li> </ol>   | 1:500 min         |
| <b>External Ramps or Stairs</b>  | <ol style="list-style-type: none"> <li>1. Indicate level and dimension of the landings and/ or use wheelchair turning symbol,</li> <li>2. Indicate location of guarding, handrails and clear width in between them if required,</li> <li>3. Indicate provision of tactile hazard warning surface,</li> <li>4. Note the riser and going dimensions.</li> </ol>   | 1:200 min         |

|                          |   |           |
|--------------------------|---|-----------|
| <b>Car parking</b>       | <ol style="list-style-type: none"> <li>1. Note number and type of spaces provided,</li> <li>2. Levels,</li> <li>3. Overall dimensions,</li> <li>4. Marked access zone, access symbol,</li> <li>5. 1200mm minimum width connection to accessible access route,</li> <li>6. Note signage provided.</li> </ol> | 1:200 min |
| <b>Setting-down area</b> | <ol style="list-style-type: none"> <li>1. Overall dimensions,</li> <li>2. Connection to accessible access route,</li> <li>3. Note signage provided.</li> </ol>  | 1:200 min |
| <b>Details</b>           | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.  |           |

|  |   |              |
|--|---|--------------|
| <b>TABLE 2</b>                             | <b>ACCESS TO BUILDINGS</b>  |              |
| <b>Drawing</b>                             | <b>Suggested information required</b>   | <b>Scale</b> |
| <b>Elevations</b>                          | <ol style="list-style-type: none"> <li>1. Indicate location of accessible entrance(s),</li> <li>2. Indicate manifestation on glazed screens,</li> <li>3. Indicate floor levels,</li> <li>4. Indicate projecting overhangs adjacent to accessible routes,</li> <li>5. Hazard projection.</li> </ol>  | 1:200 min    |
| <b>Proposed Entrance Level Floor Plans</b> | <ol style="list-style-type: none"> <li>1. Indicate and name accessible entrances,</li> <li>2. Indicate and dimension accessible entrance lobbies and show door swings,</li> <li>3. At each accessible entrance; <ul style="list-style-type: none"> <li>• Indicate size of external landing clear of door/gate swing,</li> <li>• Dimension from leading edge of door leaf to return wall.</li> </ul> </li> </ol> | 1:200 min    |
| <b>Reception space</b>                     | <ol style="list-style-type: none"> <li>1. Identify location of reception space within overall building,</li> <li>2. Indicate location of reception desk(s),</li> <li>3. Indicate size of clear manoeuvring space in front of reception, desk/counter(s) and knee recess,</li> <li>4. Note length and height from ground of counter(s).</li> </ol>   | 1:200 min    |
| <b>Details</b>                             | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.  |              |

|                |                                       |              |
|----------------|---------------------------------------|--------------|
| <b>TABLE 3</b> | <b>CIRCULATION WITHIN BUILDING</b>    |              |
| <b>Drawing</b> | <b>Suggested information required</b> | <b>Scale</b> |

|                                 |   |           |
|---------------------------------|---|-----------|
| <b>Other Floor Plans</b>        | <ol style="list-style-type: none"> <li>1. Indicate location of ambulant stairs, ramps, lifts etc,</li> <li>2. Note clear width of corridor(s)/ accessible routes,</li> <li>3. Indicate 1800x1800mm passing centres if required,</li> <li>4. Indicate unobstructed space between leading edge of door and any return wall (300mm).</li> </ol>  | 1:200min  |
| <b>Stairs</b>                   | <ol style="list-style-type: none"> <li>1. Indicate which stairs have been designed suitable for ambulant disabled people,</li> <li>2. Indicate clear width and Dimension landings,</li> <li>3. Indicate handrail with 300mm extension</li> <li>4. Note riser and going,</li> <li>5. Note levels between landings (max 1.8m),</li> <li>6. Note clear headroom if appropriate.</li> </ol> | 1:200 min |
| <b>Gentle Slope (1:50-1:20)</b> | <ol style="list-style-type: none"> <li>1. Indicate plan and note gradient,</li> <li>2. Indicate clear width,</li> <li>3. Indicate levels between landings,</li> <li>4. Dimension landings and/ or use wheelchair turning symbol,</li> <li>5. Note clear headroom if appropriate.</li> </ol>   | 1:200 min |
| <b>Ramps (1:20-1:12)</b>        | <ol style="list-style-type: none"> <li>1. Indicate plan and note gradient,</li> <li>2. Indicate clear width,</li> <li>3. Indicate handrail and clear width between handrails,</li> <li>4. Indicate levels between landings,</li> <li>5. Dimension landings and/ or use wheelchair turning symbol,</li> <li>6. Note clear headroom if appropriate.</li> </ol>                            | 1:200 min |
| <b>Lift</b>                     | <ol style="list-style-type: none"> <li>1. Indicate location on floor plan,</li> <li>2. Indicate unobstructed space in front of lift,</li> <li>3. Indicate relationship with accessible route,</li> <li>4. Note internal lift car dimensions and clear ope of door.</li> </ol>   | 1:200 min |
| <b>Details</b>                  | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.  |           |

|  |   |              |
|--|---|--------------|
| <b>TABLE 4</b>                         | <b>SANITARY FACILITIES</b>  |              |
| <b>Drawing</b>                         | <b>Suggested information required</b>   | <b>Scale</b> |
| <b>Key Plan of Sanitary Facilities</b> | <ol style="list-style-type: none"> <li>1. Indicate location of all the different sanitary facilities throughout building. Note that accessible facilities are provided wherever sanitary facilities are provided,</li> <li>2. Note key dimensions of wheelchair accessible unisex WC, accessible bathrooms/ shower rooms, changing and showering facilities.</li> </ol> | 1:200 min    |



|                |  |  |
|----------------|--|--|
|                | 3. Note if WC cubicle is standard, ambulant or enlarged,<br>4. Indicated key dimensions of cubicle(s),<br>5. Indicate location of ambulant accessible urinals. |  |
| <b>Details</b> | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.   |  |

| <b>TABLE 5</b>   | <b>OTHER ACCESSIBLE FACILITIES</b>   |              |
|--|--|--------------|
| <b>Drawing</b>   | <b>Suggested information required</b>  | <b>Scale</b> |
| <b>Key Plan of Other Facilities</b>                                  | 1. Indicate location of other accessible facilities throughout building on floor plans,<br>2. Indicate accessible route from reception space to each facility.   | 1:200 min    |
| <b>Audience and spectator facilities with/ without fixed seating</b> | 1. Indicate location of wheelchair spaces,<br>2. Confirm number provided,<br>3. Indicate connection from wheelchair space to accessible route,<br>4. Indicate clear space allowed,<br>5. Dimension access route left behind clear space,<br>6. Indicate accessible route to stage/ platform. | 1:200 min    |
| <b>Refreshment facilities</b>  | 1. Indicate clear manoeuvring space in front of counter and outside of circulation route,<br>2. Provide plan of worktop showing position of sink, floor units, refrigerator etc,<br>3. Note height of worktops and clear space provided below.   | 1:100 min    |
| <b>Accessible bedrooms bathroom/ showers</b>                         | 1. Indicate typical room layout including storage provision, bed, bathroom layout, visual indicator, emergency assistance alarm and call signal.   | 1:100 min    |
| <b>Details</b>   | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.   |              |

## **Appendix 2B - Sample Office of Public Works - DAC Drawing Checklist for Existing Buildings**

### **Extent of application**

When a DAC application involves an existing building (i.e. extension, material alteration and certain change of uses), it is very important to determine the extent to which the application applies. The extent of the DAC application will relate directly to the extent of the proposed works covered by the planning permission and/or the fire certificate. Consultations with and between planners/conservation officers/fire officers/building control offices are particularly relevant for historic buildings. The application should relate to the area where there is the material alteration, change of use and/ or extension. Reference should be made to TGD Part M 2010 item 0.6. for the specific application of Part M 2010 to existing buildings.

### **Determination of 'practicability'**

It is understood that in particular circumstances it is not feasible or practical for an existing building, facility and/or environs to meet the full requirements described in TGD Part M 2010 Section 1 and/or Section 2. Reference should be made to TGD Part M 2010 item 0.7 when determining 'practicability' as it describes a non-exhaustive list of such circumstances. The conclusion of such a determination should be explained in the accompanying DAC Report.

### **Non-compliant situations**

All drawings submitted as part of DAC application should clearly indicate the location and use of areas which are wheelchair inaccessible or non-compliant with TGD-M 2010. These illustrations need to be supported by a detailed explanation in the accompanying DAC Report describing why it is not practicable, feasible or appropriate for these areas to be made accessible for all. For historic buildings it would be useful to illustrate how the proposed works balance the conservation principles of reversibility, minimum intervention and ease of identification, with providing equal, integrated and independent access, use and egress.

The management strategy proposed needs to be supported by a detailed description and explanation in the accompanying DAC report.

### **Existing situation**

It is important to clearly demonstrate the existing situation and show where the new proposal improves the extent of accessibility and where it does not cause any greater contravention than the existing situation.

### **Structure of guidelines**

Below is a non-exhaustive list of information that that may be required to demonstrate compliance with the provisions in TGD Part M 2010. For clarity and ease of use the information required has been broken into 6 sections. Each of these has also been subdivided into a number of logical drawings. However, depending on the scale, complexity and use of the building, the information listed for the different drawings could be combined onto one drawing.

| <b>TABLE 1</b> | <b>APPROACH TO BUILDINGS</b>          |              |
|----------------|---------------------------------------|--------------|
| <b>Drawing</b> | <b>Suggested information required</b> | <b>Scale</b> |

|                                  |  |                   |
|----------------------------------|--|-------------------|
| <b>Site Location Plan</b>        | <ol style="list-style-type: none"> <li>1. Site location plan / OS map,</li> <li>2. Indicate site location in colour.</li> </ol>  | 1:1000<br>/1:2500 |
| <b>Existing Site Layout Plan</b> | <ol style="list-style-type: none"> <li>1. Outline in colour extent to which application applies,</li> <li>2. Indicate existing approach route(s),</li> <li>3. Indicate existing circulation route(s).</li> </ol>   | 1:500             |
| <b>Proposed Site Layout Plan</b> | <ol style="list-style-type: none"> <li>1. Outline in colour extent to which application applies,</li> <li>2. Differentiate the existing building /facility/ environ from the proposed building /facility/ environ,</li> <li>3. Indicate and name proposed <b>approach route(s)</b> to accessible entrance(s), from adjacent road and/or from site entrance, and from designated car-parking spaces for people with disabilities and/or from setting down area,</li> <li>4. Indicate and name proposed <b>circulation route(s)</b> around the building; between accessible entrance(s) and other subsidiary entrance(s); between facilities within the complex and from building exits to assembly points/site boundary,</li> <li>5. Indicate proposed route from entrance nearest to setting down area and designated car-parking to main reception area.</li> </ol> | 1:500             |
| <b>Existing Site Plan</b>        | <ol style="list-style-type: none"> <li>1. Indicate if existing access route(s) is level, gently sloping, ramped or stepped and note gradient(s),</li> <li>2. Indicate location of existing steps,</li> <li>3. Indicate the width of existing routes and if passing places exist,</li> <li>4. Provide key existing levels on site,</li> <li>5. Indicate the location of existing street furniture, bollards, guarding, hazards etc,</li> <li>6. Indicate location of existing carparking, and setting down area,</li> <li>7. Indicate the extent of existing pedestrian crossings and dished channels / kerbing,</li> <li>6. Indicate existing route from setting down area /designated car-parking to main reception area.</li> </ol>  | 1:500 min         |
| <b>Proposed Site Plan</b>        | <ol style="list-style-type: none"> <li>1. Differentiate the existing building /facility/ environ from the proposed building /facility/ environ,</li> <li>2. Indicate if accessible route is level, gently sloping, ramped or stepped and note gradient(s),</li> <li>3. Indicate width of route and passing places if required,</li> <li>4. Provide key proposed levels on site,</li> <li>5. Indicate the proposed location of street furniture, bollards, guarding, hazards etc,</li> <li>6. Indicate the extent of proposed pedestrian crossings and dished channels / kerbing,</li> <li>7. Refer detailed drawings of steps, ramps, car parking</li> </ol>   | 1:500 min         |

|  |   |           |
|--|---|-----------|
|  | and setting- down areas if applicable.  |           |
| <b>Proposed External Ramps or Stairs</b> | <ol style="list-style-type: none"> <li>1. Indicate level and dimension of the landings and/or use wheelchair turning circle symbol,</li> <li>2. Indicate location of guarding, handrails and clear width in between them if required,</li> <li>3. Indicate provision of tactile hazard warning surface,</li> <li>4. Note the riser and going dimensions.</li> </ol> | 1:200 min |
| <b>Proposed Car parking</b>              | <ol style="list-style-type: none"> <li>1. Note number and type of spaces provided,</li> <li>2. Note relevant levels,</li> <li>3. Indicate overall dimensions,</li> <li>4. Indicate marked access zone and access symbol,</li> <li>5. Indicate 1200mm minimum width connection to accessible access route.</li> </ol>  | 1:200 min |
| <b>Proposed Setting-down area</b>        | <ol style="list-style-type: none"> <li>1. Indicate overall dimensions,</li> <li>2. Indicate connection to accessible access route.</li> </ol>   | 1:200 min |
| <b>Proposed Alternative Details</b>      | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010 or where it is not practical to comply with the requirements of TGD Part M 2010.  |           |

|  |   |              |
|--|---|--------------|
| <b>TABLE 2</b>                             | <b>ACCESS TO BUILDINGS</b>  |              |
| <b>Drawing</b>                             | <b>Suggested information required</b>   | <b>Scale</b> |
| <b>Existing Elevations</b>                 | <ol style="list-style-type: none"> <li>1. Indicate existing location of accessible entrance(s),</li> <li>2. Indicate existing manifestation on glazed screens,</li> <li>3. Indicate existing floor levels,</li> <li>4. Indicate existing projecting overhangs adjacent to accessible routes,</li> <li>5. Indicate existing hazard projections.</li> </ol>   | 1:200 min    |
| <b>Proposed Elevations</b>                 | <ol style="list-style-type: none"> <li>1. Indicate location of proposed accessible entrance(s),</li> <li>2. Indicate proposed manifestation on glazed screens,</li> <li>3. Indicate proposed floor levels,</li> <li>4. Indicate projecting overhangs adjacent to accessible routes,</li> <li>5. Indicate any proposed hazard projection.</li> </ol>   | 1:200 min    |
| <b>Existing Entrance Level Floor Plans</b> | <ol style="list-style-type: none"> <li>1. Indicate existing entrances and entrance lobbies,</li> <li>2. Indicate entrance lobby dimensions, door swings, clear widths and 300mm leading edge if possible,</li> <li>3. Indicate existing reception space, length and height from ground of existing reception counter</li> <li>4. Indicate existing clear manoeuvring space in front of</li> </ol> | 1:200 min    |

|  |   |           |
|--|---|-----------|
|  | reception.  |           |
| <b>Proposed Entrance Level Floor Plans</b> | <ol style="list-style-type: none"> <li>1. Differentiate the existing building /facility/ environ from the proposed building /facility/ environ,</li> <li>2. Indicate and name accessible entrances,</li> <li>3. Indicate and dimension accessible entrance lobbies and show door swings,</li> <li>4. At each accessible entrance; <ul style="list-style-type: none"> <li>• Indicate size of external landing clear of door/gate swing,</li> <li>• Dimension from leading edge of door leaf to return wall.</li> </ul> </li> <li>5. Indicate the use and location of areas which are non-compliant with Part M and wheelchair inaccessible,</li> <li>6. Indicate areas where a management strategy is proposed.</li> </ol> | 1:200 min |
| <b>Proposed Reception space</b>            | <ol style="list-style-type: none"> <li>1. Identify location of reception space within overall building,</li> <li>2. Indicate location of reception desk(s),</li> <li>3. Indicate size of clear manoeuvring space in front of reception, desk/counter(s) and knee recess,</li> <li>4. Note length and height from ground of counter(s).</li> </ol>   | 1:200 min |
| <b>Proposed Alternative Details</b>        | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.  |           |

| <b>TABLE 3</b>                    | <b>CIRCULATION WITHIN BUILDING</b>   |              |
|-----------------------------------|--|--------------|
| <b>Drawing</b>                    | <b>Suggested information required</b>  | <b>Scale</b> |
| <b>Existing Other Floor Plans</b> | <ol style="list-style-type: none"> <li>1. Indicate location of existing ambulant stairs, ramps, lifts etc,</li> <li>2. Indicate the use and location of existing areas which are non-compliant with Part M and wheelchair inaccessible,</li> <li>3. Indicate areas where there is an existing management strategy,</li> <li>4. Note clear width of existing corridor(s)/ accessible routes and passing centres,</li> <li>5. Indicate unobstructed space between leading edge of door and any return wall (300mm).</li> </ol> | 1:200min     |
| <b>Proposed Other Floor Plans</b> | <ol style="list-style-type: none"> <li>1. Differentiate the existing building from the proposed building,</li> <li>2. Indicate location of proposed ambulant stairs, ramps, lifts etc,</li> <li>3. Indicate the use and location of areas non-compliant with Part M and wheelchair inaccessible,</li> </ol>  | 1:200 min    |

|  |  |           |
|--|--|-----------|
|  | <ol style="list-style-type: none"> <li>4. Indicate areas where a management strategy is proposed,</li> <li>5. Note clear width of corridor(s)/ accessible routes,</li> <li>6. Indicate 1800x1800mm passing centres if required,</li> <li>7. Indicate unobstructed space between leading edge of door and any return wall (300mm).</li> </ol>   |           |
| <b>Existing Stairs / ramp</b>            | <ol style="list-style-type: none"> <li>1. Indicate location of ambulant disabled stairs and /or ramp,</li> <li>2. Indicate existing clear width,</li> <li>3. Dimension existing landings,</li> <li>4. Indicate existing handrail</li> <li>5. Note riser and going,</li> <li>6. Note existing levels between landings and clear headroom.</li> </ol>                                    | 1:200 min |
| <b>Proposed Stairs</b>                   | <ol style="list-style-type: none"> <li>1. Indicate which stairs have designed for suitable for ambulant disabled people</li> <li>2. Indicate clear width and dimension landings,</li> <li>3. Indicate handrail with 300mm extension,</li> <li>4. Note riser and going,</li> <li>5. Note levels between landings (max 1.8m),</li> <li>6. Note clear headroom if appropriate.</li> </ol> | 1:200 min |
| <b>Proposed Gentle Slope (1:50-1:20)</b> | <ol style="list-style-type: none"> <li>1. Indicate plan and note gradient,</li> <li>2. Indicate clear width,</li> <li>3. Indicate levels between landings,</li> <li>4. Dimension landings and/or use wheelchair turning circle symbol,</li> <li>5. Note clear headroom if appropriate.</li> </ol>  | 1:200 min |
| <b>Proposed Ramps (1:20-1:12)</b>        | <ol style="list-style-type: none"> <li>1. Indicate plan and note gradient,</li> <li>2. Indicate clear width,</li> <li>3. Indicate handrail and clear width between handrails,</li> <li>4. Indicate levels between landings,</li> <li>5. Dimension landings and/or use wheelchair turning circle symbol,</li> <li>6. Note clear headroom if appropriate.</li> </ol>                     | 1:200 min |
| <b>Proposed Lift</b>                     | <ol style="list-style-type: none"> <li>1. Indicate location on floor plan,</li> <li>2. Indicate unobstructed space in front of lift,</li> <li>3. Indicate relationship with accessible route,</li> <li>4. Note internal lift car dimensions and clear width of door.</li> </ol>  | 1:200 min |
| <b>Alternative Details</b>               | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.   |           |

| <b>TABLE 4</b>                              | <b>SANITARY FACILITIES</b>  |              |
|---|---|--------------|
| <b>Drawing</b>                              | <b>Suggested information required</b>   | <b>Scale</b> |
| <b>Existing Plan of Sanitary Facilities</b> | <ol style="list-style-type: none"> <li>1. Indicate existing location of all the different sanitary facilities throughout building,</li> <li>2. Note existing dimensions of wheelchair accessible unisex WC, accessible bathrooms/ shower rooms, changing and showering facilities.</li> <li>3. Note if existing WC cubicle is standard, ambulant or enlarged,</li> <li>4. Indicated existing dimensions of cubicle(s),</li> <li>5. Indicate location of existing ambulant accessible urinals.</li> </ol>  | 1:200 min    |
| <b>Proposed Plan of Sanitary Facilities</b> | <ol style="list-style-type: none"> <li>1. Indicate location of all the different sanitary facilities throughout building. Note that accessible facilities are provided wherever sanitary facilities are provided,</li> <li>2. Note key dimensions of wheelchair accessible unisex WC, accessible bathrooms/ shower rooms, changing and showering facilities.</li> <li>3. Note if WC cubicle is standard, ambulant or enlarged,</li> <li>4. Indicated key dimensions of cubicle(s),</li> <li>5. Indicate location of ambulant accessible urinals.</li> </ol> | 1:200 min    |
| <b>Details</b>                              | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.  |              |

| <b>TABLE 5</b>                           | <b>OTHER ACCESSIBLE FACILITIES</b>   |              |
|--|--|--------------|
| <b>Drawing</b>                           | <b>Suggested information required</b>  | <b>Scale</b> |
| <b>Existing Plan of Other Facilities</b> | <ol style="list-style-type: none"> <li>1. Indicate location of other existing accessible facilities throughout building on floor plans and route from reception space,</li> <li>2. Where existing audience and spectator facilities with/ without fixed seating are provided indicate location, clear space and number of wheelchair spaces provided and connection from wheelchair space to accessible route and to stage/ platform.</li> <li>3. Where refreshment facilities are provided Indicate room layout, height of worktops and clear manoeuvring space in front of counter and outside of circulation route,</li> <li>4. Where accessible bedrooms bathroom/ showers are provided indicate typical room layout including storage provision, bed, bathroom layout, visual indicator, emergency assistance alarm and call signal.</li> </ol> | 1:200 min    |





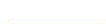






























|  |  |           |
|--|--|-----------|
| <b>Proposed Plan of Other Facilities</b>                             | <ol style="list-style-type: none"> <li>1. Indicate location of other accessible facilities throughout building on floor plans,</li> <li>2. Indicate accessible route from reception space to each facility.</li> </ol>   | 1:200 min |
| <b>Audience and spectator facilities with/ without fixed seating</b> | <ol style="list-style-type: none"> <li>1. Indicate location of wheelchair spaces,</li> <li>2. Confirm number provided,</li> <li>3. Indicate connection from wheelchair space to accessible route,</li> <li>4. Indicate clear space allowed,</li> <li>5. Dimension access route left behind clear space,</li> <li>6. Indicate accessible route to stage/ platform.</li> </ol> | 1:200 min |
| <b>Refreshment facilities</b>  | <ol style="list-style-type: none"> <li>1. Indicate clear manoeuvring space in front of counter and outside of circulation route,</li> <li>2. Provide plan of worktop showing position of sink, floor units, refrigerator etc,</li> <li>3. Note height of worktops and clear space provided below.</li> </ol>   | 1:100 min |
| <b>Accessible bedrooms bathroom/ showers</b>                         | <ol style="list-style-type: none"> <li>1. Indicate typical room layout including storage provision, bed, bathroom layout, visual indicator, emergency assistance alarm and call signal.</li> </ol>   | 1:100 min |
| <b>Alternative Details</b>   | Give detailed drawings where proposal deviates from diagrams in TGD Part M 2010.   |           |

To facilitate the application, an example of a drawing key used graphically demonstrate some of the items identified in Tables 1- 5 is included in Appendix A has been produced.

Please also refer to an example of a Report and accompanying drawings submitted as part of the Disability Access Certificate application. The example is only provided to clarify the minimum standard expected to be provided by the applicant and the minimum standard required for the building control officers to aid them in their assessment of the application. However, depending on the scale, complexity and use of the building, it may be appropriate to provide additional information to that shown in the example.



## Disability Access Certificate Symbol Key

|   |   |
|---|---|
|    | Site Boundary   |
|    | Vehicular Entrance and Exit from Site Boundary                |
|    | Approach A from Public Road/Site Boundary                     |
|    | Approach B from Set Down Area/<br>Disabled car parking        |
|    | Approach C from coaches                                       |
|    | External Circulation Route (D)                                |
|    | Entrance and Exit on approach/ circulation routes             |
|    | Entrance and Exit with Restricted Accessibility               |
|    | Wheelchair parking clear area                                 |
|    | Coach disembarking area                                       |
|    | Existing Structure  |
|    | New Structure   |
|    | Restricted Accessibility                                      |
|    | 900x1400mm<br>Wheelchair Space                                |
|    | 2200x1400mm Wheelchair Maneuvering<br>Space at reception desk |
|   | 1800mm Turning Circle   |
|  | 1500mm Turning Circle (Existing Building)                     |
|  | Audible Aid/ Induction loop                                   |
|  | Effective Clear Width   |
|  | 300mm Clear space   |
|  | Doors held open shown red                                     |
|  | Emergency call  |
|  | Access Control Panel  |
|  | Indicative location of tactile surface                        |
|  | Dished kerbing  |
|  | Manifestation to glazing                                      |
|  | Protective barrier  |
|  | Proposed Level  |
|  | Ambulant Disabled Cubicle                                     |
|  | Enlarged Cubicle  |
|  | Wheelchair Accessible Wc                                      |
|  | Wheelchair Accessible WC and Shower                           |
|  | Wheelchair Accessible Bathroom                                |
|  | Wheelchair Accessible changing/shower room                    |
|  | Ambulant Stairs   |
|  | Platform Lift   |
|  | Lift with min. 800mm clear opening                            |

## DISABILITY ACCESS CERTIFICATE REPORT

For

[Name of Project / Works]

at

[Address of Project / Works],  
[Address],  
[Address],  
[Address].

9<sup>th</sup> September 2011



# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>0.1 INTRODUCTION .....</b>   | <b>3</b>  |
| 0.2 Key Project and Applicant Details.....  | 4         |
| 0.3 Description of the Development / Works .....                                    | 4         |
| 0.4 Nature and Extent of Proposed and Existing Uses .....                           | 5         |
| 0.5 Drawings .....  | 5         |
| 0.6 Standards and References.....   | 5         |
| <b>1.0 APPROACH TO BUILDING [1.1] &amp; [2.1] .....</b>                             | <b>6</b>  |
| 1.1 Approach to Building [1.1.2] & [2.1.2] .....                                    | 6         |
| 1.2 Handrails [1.1.3.6] & [2.1.3.6].....  | 7         |
| 1.3 Pedestrian Crossings [1.1.4] & [2.1.4].....                                     | 7         |
| 1.4 On-site Car Parking [1.1.5] & [2.1.5].....                                      | 7         |
| 1.5 On-site Set-Down Area [1.1.6] & [2.1.6] .....                                   | 7         |
| <b>2.0 ACCESS TO BUILDINGS [1.2] &amp; [2.2] .....</b>                              | <b>8</b>  |
| 2.1 Accessible Entrances [1.2.3] & [2.2.3].....                                     | 8         |
| 2.2 Accessible Entrance doors [1.2.4] & [2.2.4].....                                | 8         |
| <b>3.0 CIRCULATION WITHIN A BUILDING [1.2-1.3.2] &amp; [2.3.2 - 2.3.4.5].....</b>   | <b>9</b>  |
| 3.1 Horizontal Features [1.3.3] & [2.3.3].....                                      | 9         |
| 3.2 Vertical Circulation [1.3.4] & [2.3.4] .....                                    | 9         |
| <b>4.0 SANITARY FACILITIES [1.4.3 - 1.4.4] &amp; [2.4 - 2.4.3] .....</b>            | <b>10</b> |
| 4.1 Wheelchair accessible unisex WC's [1.4.3.1 – 1.4.5] & [2.4.3].....              | 10        |
| 4.2 WC Cubicles [1.4.3.2 – 1.4.6] & [2.4.3] .....                                   | 10        |
| 4.3 Accessible Urinals [1.4.3.3 & 1.4.7] & [2.4.3].....                             | 10        |
| 4.4 Accessible Bathrooms/Shower Rooms [1.4.3.4 & 1.4.8] .....                       | 10        |
| 4.5 Changing and / or showering facilities [1.4.3.5 & 1.4.9].....                   | 10        |
| <b>5.0 OTHER FACILITIES [1.5-1.5.2] &amp; [2.5 - 2.5.2] .....</b>                   | <b>11</b> |
| 5.1 Audience and Spectator Facilities with Fixed Seating [1.5.3] & [2.5.3] .....    | 11        |
| 5.2 Audience and Spectator Facilities without Fixed Seating [1.5.4] & [2.5.4] ..... | 11        |
| 5.3 Refreshment Facilities [1.5.5] & [2.5.5].....                                   | 11        |
| 5.4 Accessible Sleeping Accommodation [1.5.6] & [2.5.6].....                        | 11        |
| 5.5 Switches, Outlets and Controls [1.5.7] & [2.5.7] .....                          | 11        |
| <b>6.0 AIDS TO COMMUNICATION [1.6-1.6.2] &amp; [2.6 - 2.6.5].....</b>               | <b>12</b> |
| 6.1 Signage [1.6.3] & [2.6.3].....  | 12        |
| 6.2 Visual contrast [1.6.4] & [2.6.4].....  | 12        |
| 6.3 Lighting [1.6.5].....   | 12        |
| 6.4 Audible aids [1.6.6] & [2.6.5].....   | 12        |

## 0.1 INTRODUCTION

### ***Scope of Report***

This report is submitted with drawings and other documentation in support of an application for a Disability Access Certificate under Part III B of the Building Control Regulations 1997 to 2009 for new visitor and exhibition facilities at the [address of project/ works].

In this report, it is demonstrated that the proposed works, if constructed in accordance with the drawings and design details submitted with the application, together with performance requirements prescribed in this Report, will comply with the requirements of Part M 2010 of the Building Regulations described below;

| Part M of the Second Schedule to the Building Regulations requires: |    |  |
|---|----|--|
| Access and Use  | M1 | Adequate provision shall be made for people to access and use a building, its facilities and its environs.   |
| Application of the Part:  | M2 | Adequate provision shall be made for people to approach and access an extension to a building.   |
|   | M3 | If sanitary facilities are provided in a building that is to be extended, adequate sanitary facilities shall be provided for people within the extension.              |
|   | M4 | Part M does not apply to works in connection with extensions to and material alterations of existing dwellings, provided that such works do not create a new dwelling. |

The subject of the DAC application is limited to the areas of the proposed development identified on the accompanying drawings listed in this report and bounded by a red line.

This report is a performance specification to show compliance with Part M and the information contained within it will be incorporated in the specification for construction.

### ***Philosophy and Approach***

The underlying philosophy and approach adopted by the designers is that all buildings should be accessible and usable by everyone, regardless of age, gender or ability. To support this commitment, OPW Architectural Services ISO 9001:2008 procedures require preparation of the Accessibility Checklists throughout all stages of the design:

- Prior to sign-off of Definitive Project Brief
- At the sketch stage
- At the tender stage
- At the placing of the contract
- At the construction stage.

### ***Format of Report***

The report has adopted a similar format to the structure used in TGD Part M 2010. It is subdivided using the following subheadings:

- Approach to a Building
- Access to a Building
- Circulation within a Building
- Sanitary Conveniences
- Audiences / spectator or other facilities
- Aids to communication.

**Note:** [ x.x.x ] indicates specific reference to TGD Part M 2010.

## 0.2 Key Project and Applicant Details

### *Applicant Details:*

**Applicant:** Office of Public Works, Head Office, Trim, Co. Meath.  
**Architect:** Architectural Services,  
Office of Public Works, Head Office, Trim, Co. Meath.  
**Site Name:** [Name of Project / Works]  
**Site Location:** [Address of Project / Works]  
**Classification:** Refurbishment and material alteration of existing  
buildings and construction of a new building.  
**Proposed Use:** Visitor Centre.

### *Relevant Building Details:*

|   |                      |
|---|----------------------|
| <b>Site Area:</b>                         | 11,700m <sup>2</sup> |
| <b>No. of Basement Storeys:</b>           | 0                    |
| <b>No. of floors above ground level:</b>  | 0                    |
| <b>Floor area of building:</b>            |                      |
| <b>Existing (retained):</b>               | 108m <sup>2</sup>    |
| <b>New:</b>                               | 215m <sup>2</sup>    |
| <b>Floor area of entrance level:</b>      | 323m <sup>2</sup>    |
| <b>Floor area of extension:</b>           | 0m <sup>2</sup>      |
| <b>Floor area of material alteration:</b> | 47m <sup>2</sup>     |
| <b>Planning Permission ref no.:</b>       | [xxxxxxx]            |
| <b>Fire Safety Certificate ref no.:</b>   | Certificate pending. |

## 0.3 Description of the Development / Works

### *Site Location*

The site is in a rural setting 7 km outside of [xxx] town and is situated on a gently sloping elevated site. It is a typical traditional nineteenth century Irish Farmstead. The farmhouse is perpendicular to the public road and faces the farmyard, which has a stone stable, cattle byre and piggery. There is a small outbuilding adjacent to the main gateway, which is a remnant of the early nineteenth century house.

The location of the site and building are indicated on the Site Location Plan DAC 01. The extent to which this Disability Access Certificate applies is clearly outlined in red on DAC 02.

### *Description of the Proposed Works / Building*

It is proposed to erect a new single storey visitor reception building to supplement the existing exhibition buildings. A new car park and access routes will service this building. The new development will connect with the refurbished existing original farm buildings and upgraded farmyard. This work will require the demolition of some existing outbuildings and the re-ordering/ upgrading of existing routes to provide greater accessibility.

## 0.4 Nature and Extent of Proposed and Existing Uses

The farmyard and the former farm buildings are now used as an exhibition/ visitor attraction.

With the aim of improving the experience of all visitors, the erection of a new reception building and the refurbishment of the existing exhibition buildings is proposed to provide a high standard fully accessible exhibition space and visitor facilities. This building will be approached from a new car and coach park by accessible routes. The parking area will be served by a new roadway, which will connect with the public road. These routes will incorporate parking for disabled persons. All new routes will be level where possible or gently sloped where a level route is not feasible. The existing farmyard will be reordered to allow for greater use and accessibility for all users. The building operators anticipate a maximum of 20,000 visitors per year.

## 0.5 Drawings

The following drawings have been prepared in support of the Disability Access Certificate application and they are to be read in conjunction with this report:

| Drawing Number | Drawing Title                   | Scale  |
|----------------|---------------------------------|--------|
| DAC 001        | Site Location Map / OS Map      | 1:2500 |
| DAC 002        | Existing Site Plan              | 1:500  |
| DAC 003        | Existing Ground Floor Plan      | 1:200  |
| DAC 004        | Proposed Site Plan Layout       | 1:500  |
| DAC 005        | Proposed Ground Floor Plan      | 1:200  |
| DAC 006        | Proposed Elevations and Section | 1:200  |

## 0.6 Standards and References

The basis for compliance for this building is based on the guidance set out in Technical Guidance Document Part M, Access and Use 2010.

Other standards listed below are referred to in the report only in the context to which they arise;

- Best Practice and Access Guidelines, Designing Accessible Environments  
*Irish Wheelchair Association*
- Good Practice Guidelines on Accessibility of Streetscapes (2009)  
*Local Government Management Services Board (LGMSB)*
- BS 8300:2009 *Design of buildings and their approaches to meet the needs of disabled people- Code of Practice*
- BS 6465-1:2006 *Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances*
- BS 6262-4 *Glazing for buildings. Code of practice for safety related to human impact*
- BS 5454 *Recommendations for the storage and exhibition of archival documents.*

## 1.0 APPROACH TO BUILDING [1.1] & [2.1]

Independently accessible means of approach to the accessible entrances of the building will be provided, as well as accessible means of circulation around the building. This is described in detail below.

### 1.1 Approach to Building [1.1.2] & [2.1.2]

The existing approach routes, levels, barriers and restrictions are indicated on drawings DAC 02 & 03. The new proposed approach routes and circulation routes described in *TGD Part M 2010 Section 1.1* are indicated on DAC 04 & 05. They will be level wherever possible. Where it is not possible to provide a level access route a gently sloping access route of between 1:20 and 1:50 will be provided, as demonstrated in DAC 05. Ramped routes, with a gradient between 1:12 and 1:20, will be avoided. The numbers of barriers, restrictions and other hazards that people encounter on the access routes will be avoided or barrier protection will be provided and clearly identified on the same drawing. The width of each route, and key levels are indicated on the Proposed Site Plan DAC 04 and Proposed Floor Plan DAC 05.

A summary of the different routes are tabled below:

| <b>Route</b>                 | <b>From</b>                             | <b>To</b>              | <b>Level /<br/>Gently<br/>Sloping/<br/>Ramped</b> | <b>Gradient</b> | <b>Width<br/>(mm)</b> | <b>User</b>    |
|------------------------------|---|------------------------|---|-----------------|-----------------------|----------------|
| Approach Route A             | Site entrance                           | Parking/ Set-Down Area | Gently Sloping                                    | Varies          | Min 6000              | Public & Staff |
| Approach Route B             | From Set-Down Area/<br>Disabled Parking | Main Entrance          | Level/<br>Gently Sloping                          | 1:60-<br>1:30   | Min 1250              | Public         |
| Approach Route C             | Coach set down                          | Main Entrance          | Level/<br>Gently Sloping                          | Level-<br>1:30  | Min 1800              | Public         |
| External Circulation Route D | Main Building                           | Exhibition Buildings   | Level/<br>Gently Sloping                          | Level-<br>1:23  | Min 2000              | Public & Staff |

#### 1.1.1 Accessible Access Routes [1.1.3] & [2.1.3]

All accessible access routes will be in conformance with the guidance described in *TGD Part M 2010 Section 1.1.3.1* and *Diagrams 1* and *2*. Where possible the route will be separate to the vehicular route. All routes will be well lit. Dished kerbs and tactile warning will be provided at interception of vehicular and pedestrian routes. As noted above, all of this is indicated on drawing DAC 05.

#### 1.1.2 Level Access Routes [1.1.3.2] & [2.1.3.2]

All level access routes, noted above, will be in conformance with the guidance described in *TGD Part M 2010 Section 1.1.3.2*.

#### 1.1.3 Gently Sloped Access Routes [1.1.3.3] & [2.1.3.3]

The gently sloped access routes, noted above, will be in conformance with the guidance described in *TGD Part M 2010 Section 1.1.3.3*.

#### 1.1.4 Ramped Access Route [1.1.3.4] & [2.1.3.4]

Not applicable.

#### 1.1.5 Stepped Access Route [1.1.3.5] & [2.1.3.5]

Not applicable.

**1.2 Handrails [1.1.3.6] & [2.1.3.6]**

Not applicable.

**1.3 Pedestrian Crossings [1.1.4] & [2.1.4]**

A pedestrian crossing will be provided at the junction of the accessible approach routes and vehicular routes and will be in conformance with the guidance described in *TGD Part M 2010 Section 1.1.4*. The tactile paving and dropped kerbs will be in accordance with “*Good Practice Guidelines on Accessibility of Streetscapes*”. Refer to DAC 05 for the location of the pedestrian crossing.

**1.4 On-site Car Parking [1.1.5] & [2.1.5]**

Two designated car parking spaces will be provided for those with disabled parking permits, the equivalent of 10% of the available parking spaces. On-site car parking will be in conformance with the guidance described in *TGD Part M 2010 Section 1.1.5* and *Diagrams 8 & 9*. Refer to DAC 05 for the locations of designated car parking, ground markings, associated street furniture and connection to the accessible access route. This drawing also notes the overall dimensions of the spaces, the appropriate levels and type of car park space provided.

**1.5 On-site Set-Down Area [1.1.6] & [2.1.6]**

Given the scale of development and the rural setting of the proposed works, it is practicable that the disabled car parking spaces will also serve as the set down area. Refer to DAC 05 for location and details of the on-site setting down area. These include its overall dimensions and connection to the accessible access routes.



## **2.0 ACCESS TO BUILDINGS [1.2] & [2.2]**

### **2.1 Accessible Entrances [1.2.3] & [2.2.3]**

In accordance with *TGD Part M 2010 Section 1.2*, independently accessible entrances will be provided to avoid segregation based on a person's level of ability.

The accessible entrances have been clearly indicated on plan DAC 04 and elevation DAC 06 and are:

- (a) the main entrance, which a visitor unfamiliar with the building would use
- (b) the entrance closest to the designated parking /setting down area
- (c) the building exits leading to assembly points or to the boundary of the site.

The accessible entrance closest to the designated parking area and setting down area, identified on DAC 05, will connect directly to the main entrance reception area via a covered entrance. The accessible main entrance and subsidiary entrances will be in conformance with the guidance described in *TGD Part M 2010 Section 1.2.3*. The size of the external landing, clear of any door/ gate swing, and the dimension from leading edge of door leaf to return wall are indicated on the same drawing. A level threshold will be provided at all the accessible entrances.

### **2.2 Accessible entrance doors [1.2.4] & [2.2.4]**

The accessible entrance doors will be in conformance with the guidance described in *TGD Part M 2010 Section 1.2.4*. The effective clear width of the accessible entrance doors will be a minimum of 900mm in the existing buildings and 1000mm in the new buildings and are indicated on DAC 05. The position of door furniture and the force required to open any manual or automatic doors will be in conformance with the guidance described in *TGD Part M 2010*.

#### **2.2.1 Glass doors [1.2.4.1] & [2.2.4.1]**

Glass doors will be in conformance with the guidance described in *TGD Part M 2010 Section 1.2.4.1* and *Diagram 10*. Please refer to DAC 06 for extent of manifestation on glass doors and adjacent screens at accessible entrances.

#### **2.2.2 Accessible manual doors [1.2.4.2] & [2.2.4.2]**

Where an accessible door will be required to be manually opened it will be in conformance with the guidance described in *TGD Part M 2010 Section 1.2.4.2*.

#### **2.2.3 Accessible power-operated doors [1.2.4.3] & [2.2.4.3]**

Not applicable.

#### **2.2.4 Low energy swing doors [1.2.4.4] & [2.2.4.4]**

Not applicable.

#### **2.2.5 Entrance lobbies [1.2.5] & [2.2.5]**

Accessible entrance lobbies will be in conformance with the guidance described in *TGD Part M 2010 Section 1.2.5* and *Diagram 11*. Please refer to Proposed Ground Floor Plan DAC 05 for the location and key internal dimensions of the internal lobby. The door swings are also shown on this drawing.

### **3. CIRCULATION WITHIN A BUILDING [1.3-1.3.2] & [2.3- 2.3.2]**

The building will allow people to travel horizontally within the building conveniently to make use of all relevant facilities in accordance with the guidance described in *TGD Part M 2010 Section 2.3*.

#### **3.1 Horizontal features [1.3.3] and [2.3.3]**

##### **3.1.1 Reception Area in Entrance Hall [1.3.3.1] & [2.3.3.1]**

The reception area will include a reception desk and a hearing enhancement system. It is indicated on drawing DAC 05 and will be in conformance with the guidance described in *TGD Part M 2010 Section 1.3.3.1*.

##### **3.1.2 Internal Doors [1.3.3.2] & [2.3.3.2]**

Internal doors will only be provided where necessary. They are indicated on the floor plan DAC 05. They will either be held open on electronic hold-open devices or easy to use. They will be in conformance with the guidance described in *TGD Part M 2010 Section 1.3.3.2* for the new building and *2.3.3.2* for the existing buildings. The effective clear width of the accessible internal doors will be a minimum of 850mm. The position of door furniture and the force required to open them will be designed to be in conformance with the guidance described in *TGD Part M 2010 Section 1.2.4*.

##### **3.1.3 Corridors and Passageways [1.3.3.3] & [2.3.3.3]**

Not applicable.

##### **3.1.4 Internal lobbies [1.3.3.4] & [2.3.3.4]**

All internal lobbies to wheelchair accessible areas are designed to be in conformance with the guidance described in *TGD M 2010 Diagram 11*.

#### **3.2 Vertical Circulation [1.3.4] & [2.3.4]**

##### **3.2.1 Passenger Lifts [1.3.4.1.1 & 1.3.4.2] & [2.3.4.1.1 & 2.3.4.2]**

Not applicable.

##### **3.2.2 Internal Stairs Suitable for Ambulant Disabled People [1.3.4.1.2 -1.3.4.3] & [2.3.4.1.2-2.3.4.3]**

Not applicable.

##### **3.2.3 Internal Ramps / Gently Sloping Ramps [1.3.4.4] & [2.3.4.4]**

Not applicable.

##### **3.2.4 Handrails [1.3.4.5] & [2.3.4.5]**

Not applicable.

## **4.0 SANITARY FACILITIES [1.4.3 & 1.4.4] & [2.4 to 2.4.3]**

The Sanitary Facilities in this building will be independently accessible and will meet the needs of people with a wide range of abilities. The number and location of sanitary facilities will suit the nature, size and occupancy of the building and will be in accordance with the *Safety, Health and Welfare at Work (general application) Regulations, 2007*. Sanitary facilities for staff and visitors are located together and will be accessible. The location of all the sanitary facilities are indicated on DAC 05 and will be in conformance with the guidance described in *TGD Part M 2010 Sections 1.4.3 and 1.4.4*.

### **4.1 Wheelchair accessible unisex WC's [1.4.3.1 & 1.4.5] & [2.4.3]**

The provision of a wheelchair accessible unisex WC is indicated on DAC 04. In total 1 no. wheelchair accessible unisex WC will be provided. The wheelchair accessible unisex WC will be in conformance with the guidance described in *TGD Part M 2010 Sections 1.4.31, 1.4.4 and 1.4.5*, and *Diagrams 15(a), 16 and 17(b)*.

### **4.2 WC Cubicles [1.4.3.2 & 1.4.6] & [2.4.3]**

There will be two types of cubicles provided in this building. They will be standard sized and ambulant disabled sized. The different cubicle types and key internal dimensions are noted on DAC 04.

#### **4.2.1 Standard Cubicles [1.4.6.1] & [2.4.3]**

A standard cubicle in the female toilets will have a minimum of 450mm diameter manoeuvring space between the swing of the inward opening door, the WC pan and the side of the compartment. It will have a clothes hook at 1400mm above floor level as shown on *TGD Part M 2010 Diagram 18*, and will be in conformance with the guidance described in *TGD Part M 2010 Section 1.4.6.1*

#### **4.2.2 Cubicles for Ambulant Disabled People. [1.4.6.2] & [2.4.3]**

One WC cubicle will be provided for ambulant disabled people in each of the female and male sanitary facilities. Each cubicle will be designed to be in conformance with the guidance set out in *TGD Part M 2010 Section 1.4.6.2 and Diagram 19*.

#### **4.2.3 Enlarged Cubicle [1.4.6.3] & [2.4.3]**

Not applicable.

### **4.3 Accessible Urinals [1.4.3.3 & 1.4.7]**

One accessible urinal will be provided for ambulant disabled people in the male sanitary facility. It will be designed to be in conformance with the guidance set out in *TGD Part M 2010 Section 1.4.3.3 and Diagram 20*.

### **4.4 Accessible Bathrooms/Shower Rooms [1.4.3.4 & 1.4.8]**

Not applicable.

### **4.5 Changing and / or showering facilities [1.4.3.5 & 1.4.9]**

Not applicable.

#### **4.5.1 Changing Facilities [1.4.9.1]**

Not applicable.

#### **4.5.2 Showering Facilities [1.4.9.2]**

Not applicable.

## **5.0 OTHER FACILITIES [1.5 - 1.5.2] & [2.5 - 2.5.2]**

The facilities within the building will be accessible to, and usable by, people with a range of abilities, as much as is practicable and feasible. The building will facilitate active participation as appropriate and be in conformance with the guidance described in *TGD Part M 2010 Section 1.5*.

### **5.1 Audience and Spectator Facilities with Fixed Seating [1.5.3] & [2.5.3]**

Not applicable.

### **5.2 Audience and Spectator Facilities without Fixed Seating [1.5.4] & [2.5.4]**

These facilities are indicated on DAC 05 and will be in conformance with the guidance set out in *TGD Part M 2010 Section 1.5.4*. A hearing enhancement system will also be provided.

### **5.3 Refreshment Facilities [1.5.5] & [2.5.5]**

Not applicable.

### **5.4 Accessible Sleeping Accommodation [1.5.6] & [2.5.6]**

Not applicable.

### **5.5 Switches, Outlets and Controls [1.5.7] & [2.5.7]**

Switches, outlets and controls will be provided to be in conformance with the guidance set out in *TGD Part M 2010 Section 1.5.7* and *Diagram 30*.

## **6.0 AIDS TO COMMUNICATION [1.6-1.6.2] & [2.6 - 2.6.5]**

The building will provide adequate aids to communication to ensure people can independently access the building and use it and its facilities. The building will be in conformance with the guidance described in *TGD Part M 2010 Section 1.6.2*.

### **6.1 Signage [1.6.3] & [2.6.3]**

All signage will be in conformance with the guidance described in *TGD Part M 2010 Section 1.6.3*.

### **6.2 Visual contrast [1.6.4] & [2.6.4]**

Visual contrast will be in conformance with the guidance described in *TGD Part M 2010 Section 1.6.4*.

### **6.3 Lighting [1.6.5]**

Artificial lighting will give good colour rendering of all surfaces, and will not create glare or pools of bright light and strong shadows, in conformance with the guidance described in *TGD Part M 2010 Section 1.6.5*.

### **6.4 Audible aids [1.6.6] & [2.6.5]**

Audible aids will be provided at the reception space and audience / spectator facilities. It will be designed to be in conformance with the guidance described in *TGD Part M 2010 Section 1.6.6*. Signage will be provided to indicate this.





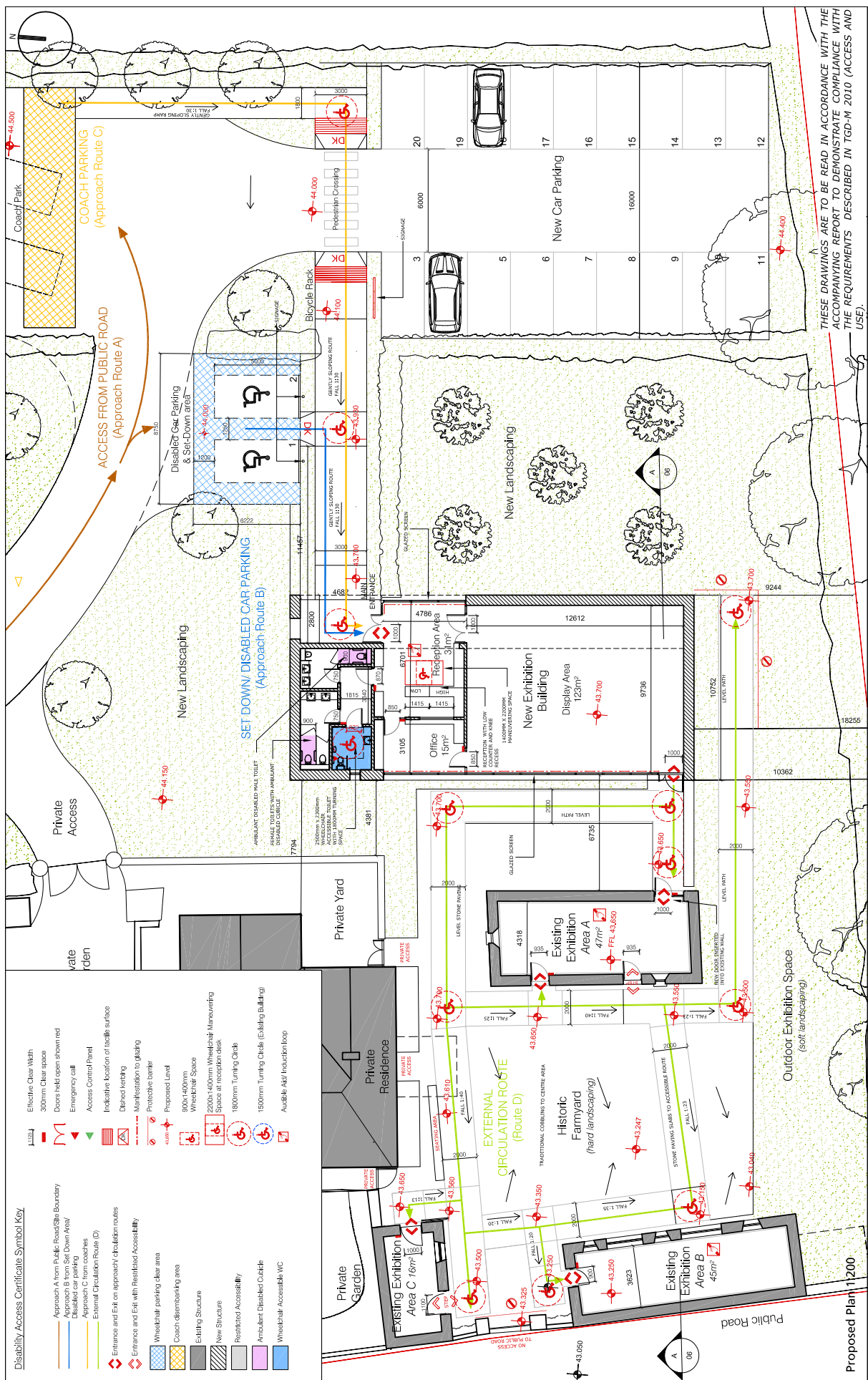


THESE DRAWINGS ARE TO BE READ IN ACCORDANCE WITH THE ACCOMPANYING REPORT TO DEMONSTRATE COMPLIANCE WITH THE REQUIREMENTS DESCRIBED IN TGD-M 2010 (ACCESS AND USE).

| Architectural Services    |  |  |  |  |  |  |  |  |  | Drawing Title |  |  |  |  |  |  |  |  |  | Project Title                                     |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|---------------|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
| Drawing Revisions         |  |  |  |  |  |  |  |  |  | DATE          |  |  |  |  |  |  |  |  |  | Disability Access Certificate Application Example |  |  |  |  |  |  |  |  |  |
| REF DESCRIPTION           |  |  |  |  |  |  |  |  |  | EXISTING PLAN |  |  |  |  |  |  |  |  |  | PROJECT NO. STATUS NUMBER REV.                    |  |  |  |  |  |  |  |  |  |
| A                         |  |  |  |  |  |  |  |  |  | DATE          |  |  |  |  |  |  |  |  |  | DATE  |  |  |  |  |  |  |  |  |  |
| Architectural Services    |  |  |  |  |  |  |  |  |  | DRAWN         |  |  |  |  |  |  |  |  |  | 15/08/2011  |  |  |  |  |  |  |  |  |  |
| Telephone: (046) 942 8200 |  |  |  |  |  |  |  |  |  | CHECKED       |  |  |  |  |  |  |  |  |  | 15/08/2011  |  |  |  |  |  |  |  |  |  |
| LoCall: 1800 213414       |  |  |  |  |  |  |  |  |  | SCALE         |  |  |  |  |  |  |  |  |  | 15/08/2011  |  |  |  |  |  |  |  |  |  |
| Website: www.opw.ie       |  |  |  |  |  |  |  |  |  | DATE          |  |  |  |  |  |  |  |  |  | 15/08/2011  |  |  |  |  |  |  |  |  |  |
| Fax: (046) 9438409        |  |  |  |  |  |  |  |  |  | DATE          |  |  |  |  |  |  |  |  |  | 15/08/2011  |  |  |  |  |  |  |  |  |  |
| E                         |  |  |  |  |  |  |  |  |  | DATE          |  |  |  |  |  |  |  |  |  | 15/08/2011  |  |  |  |  |  |  |  |  |  |







|  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|
| Architectural Services   |  |  |  |  |  |  |  |  |  | Project Title                                     |  |  |  |  |  |  |  |  |  |
| OPW Head Office, Trim, Co. Meath,<br>Telephone: (046) 942 8000<br>LoCall: 1890 213414<br>Website: www.opw.ie |  |  |  |  |  |  |  |  |  | Disability Access Certificate Application Example |  |  |  |  |  |  |  |  |  |
| Drawing Revisions  |  |  |  |  |  |  |  |  |  | Drawing Title                                     |  |  |  |  |  |  |  |  |  |
| REF DESCRIPTION  |  |  |  |  |  |  |  |  |  | DATE:   |  |  |  |  |  |  |  |  |  |
| A Architectural Services   |  |  |  |  |  |  |  |  |  | Proposed Ground Floor Plan                        |  |  |  |  |  |  |  |  |  |
| B Telephone: (046) 942 8000  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| C LoCall: 1890 213414  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| D Website: www.opw.ie  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
| E  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | PROJECT NO. STATUS NUMBER REV.                    |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | CD EC SCALE DATE                                  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | 1:250 @ A3 September 2011                         |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | DAC 05  |  |  |  |  |  |  |  |  |  |

