



*20211222 NBCMP Open Data Portal –
Data Collected - Applications of
Fire Safety Certificates
(FSCs),
Disability Access Certificates
(DACs),
Dispensations & Relaxations
(Dis. & Relax)
&
BCMS Application Details*

20211222 D02

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DOCUMENT HISTORY

Version	Summary of Changes	Document Status (Draft or Approved)	Date published	Author / Editor
D01	First Draft	Draft	30/11/2021	K. Minjon
D02	2 nd Draft	Approved	22/12/2021	M. Phelan

DEFINITIONS

“Principal Regulations” means [Building Control Regulations 1997](#) (S. I. No. 496 of 1997) as amended.

Applications

The [Building Control Acts 1990-2014](#) (the Act) Section 6 provides for Fire Safety and Disability Access Certificates while Section 4 of “the Act” “provides for a dispensation from, or a relaxation of, any requirement of building regulations”.

Building Control Regulations, (as amended) under Article 5 “Interpretations” states:

“application” means—

- (a) an application under section 4 of the Act for a dispensation from, or a relaxation of, a requirement of Building Regulations,
- (b) an application for a fire safety certificate,
- (c) an application for a revised fire safety certificate,
- (d) an application for a regularisation certificate,
- (e) an application for a disability access certificate, or
- (f) an application for a revised disability access certificate.

[Fire Safety Certificates](#)

Under **Article 12** (Obligation to obtain a certificate) of the Building Control Regulations, as amended;

- (1) Subject to paragraph (3), a fire safety certificate shall be required in respect of all works or buildings to which this Part applies.
- (2) Where a fire safety certificate is required in respect of works or a building, a person shall not carry out such works or make a material change of use as regards such a building—
 - (a) in the absence of a fire safety certificate in respect of the works or building,
 - or
 - (b) in contravention of any conditions subject to which the certificate is granted.
- (3) Paragraphs 1 and 2 shall not apply where a 7 day notice has been submitted to the relevant building control authority pursuant to Article 20A.¹

[Revised Fire Safety Certificate](#)

Under **Article 20B** (Revised Fire Safety Certificate) of the Building Control Regulations, as amended;

- (1) A revised fire safety certificate shall be required in respect of works—
 - (i) where the original application for a fire safety certificate was submitted prior to the grant of planning permission, if necessitated by the subsequent grant of such planning permission, for the purpose of ensuring that the revised design arising from the grant of planning permission (including any conditions attached to it) complies with the requirements of Part B of the Second Schedule to the Building Regulations, or
 - (ii) where significant revision is made to the design or works of a building or an extension of, a material alteration to or a material change of use of a building in respect of which a fire safety certificate has been granted by a building control authority.

¹ Refer to CN Data Collected (URL Needed)

Regularisation Certificate

Under **Article 20C (Regularisation Certificate)** of the Building Control Regulations, as amended;

- (1) *Where works have been commenced or completed in respect of the construction of a building or an extension of or a material alteration to a building without a fire safety certificate as required under article 12(1) or the submission of a 7 day notice under article 20A(1), an application shall be submitted to a building control authority for a regularisation certificate.*

Disability Access Certificate

Under **Article 20D (Disability Access Certificate)** of the Building Control Regulations, as amended;

- (3) *Where a disability access certificate is required in respect of all works or buildings to which this Part applies, a person shall make an application to the building control authority for such certificate and not carry out such works or make a material change of use as regards such a building in contravention of Part M of the Second Schedule to Building Regulations or any conditions subject to which the certificate is granted.*

Revised Disability Access Certificate

Under **Article 20E (Revised Disability Access Certificate)** of the Building Control Regulations, as amended;

- (1) *A revised disability access certificate shall be required where significant revision is made to the design or works of a building or an extension of, a material alteration to or a material change of use of a building in respect of which a disability access certificate has been granted by a building control authority.*

Dispensation and Relaxation (Building Regulations)

As per **Article 14** of S.I. 497 of 1997, Building Regulations 1997;

Every application for a dispensation from, or a relaxation of, any requirement of these Regulations shall be in the form set out in the Fourth Schedule.

As per **Section 4** of the Building Control Act, as amended;

- (1) *Subject to the provisions of this section, a building control authority may, if it considers it reasonable having regard to all the circumstances of the case, grant a dispensation from, or a relaxation of, any requirement of building regulations in respect of buildings or works which are situated within the functional area of the building control authority and—*

.....

- (b) in relation to which an application for such dispensation or relaxation has been submitted pursuant to subsection (2).*

- (2) *An application for a dispensation from, or a relaxation of, any requirement of building regulations shall be made in the prescribed form, and any such application shall be accompanied by the prescribed fee (if any).*

Note: It is rare to need a dispensation from or a relaxation of a requirement of the Building Regulations. The Requirements of the Building Regulations normally employ such words as “**adequate**”, “**safe**”, “**necessary**” or “**reasonable**” and so it makes little sense to dispense with or relax a requirement to something which less than “**adequate**”, “**safe**”, “**necessary**” or “**reasonable**”. E.g., A Dispensation of Requirement B1 entirely removes the need for “adequate means of escape”

Rather than applying for a Dispensation or relaxation designers should review their designs to see how they **CAN** comply with the Requirement of the Building Regulations even if they can’t comply with the Technical Guidance Documents (TGDs). This may be done by using compensating features, other codes & standards or assessing “adequacy” for the specific building.

Online Assessment (Application Details)

Section 6 of the Building Control Acts 1990-2007 provides for

*“the submission (before grant of the **relevant fire safety** certificate) of a notice in writing to a building control authority (in this Act referred to as a ‘7 day notice’) by a person who intends to commence work on the construction of a building or an extension of or a material alteration to a building, giving not less than 7 days’ notice of that person’s intention to carry out those works, and requiring that such notice shall be accompanied by a valid application for a fire safety certificate”*

Article 20A (7 Day Notice) of the of the Principal Regulations provides for the administration of the 7 Day Notice which must be accompanied by a valid application for the relevant Fire Safety Certificate (Article 12 (Obligation to obtain a certificate) or Article 20B (Revised Fire Safety Certificate)) and a Statutory Declaration.

The Statutory Declaration must be made by that person (and notarised) stating that

“the application for the relevant fire safety certificate has been completed in all respects and complies with the relevant provisions of the building control regulations, that any works that have been commenced before the grant of such certificate will comply with the building regulations and that the person will, within such period as may be specified by the building control authority, carry out any modification of such works that is required by or under the fire safety certificate, including any condition attached to it, when it is granted by the building control authority concerned”

Refer to a 7 Day Notice in the case of the relevant Fire Safety Certificates (see URL of CN Data Collected Doc), which is required to be accompanied by “the completion of an online assessment, via the Building Control Management System, of the proposed approach to compliance with the requirements of the Second Schedule to the Building Regulations”.

Data collated via the online [Building Control Management System \(BCMS\)](#) informs the targeting of buildings and works for inspections to assign resources where the risk of non-compliance with the requirements of the Building Regulations is highest.

Decision of Application

Article 17, 20 D and 20E provides that *a building control authority shall, having considered an application. Grant the certificate, with or without conditions, or refuse to grant the certificate, as the case may be”.*

The building control authority shall also notify the applicant in writing that they may appeal application decisions to the Board within the period prescribed.

A decision to ‘grant’ or ‘grant with conditions’, in relation to an application given under Articles 12, 20B(1), 20C(1), 20D(1) and 20E(1) of the Principal Regulations, means where an application having been received by the building control authority concerned, the authority considers in accordance with Articles 14, 20B(4), 20C(3), 20D(5) or 20E(3) of the Building Control Regulations, as amended, that it complies with the requirements of Articles 13, 20B(3), 20C(2), 20D(3) and 20E(2) of the Building Control Regulations, as amended; or Article 14 of the Building Regulations, as amended.

Applications Useful Links

NBCO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS



For information on submitting Applications and Commencement Notice via the online administration system the [BCMS](#) click on YouTube Channel and view videos for:

<https://www.youtube.com/channel/UCCCjy80kctZ34oujewzgKEA/featured>

[BCMS Online Applications Fire Safety Certificate, Disability Access Certificate](#)

[BCMS Online Submission of Fire Safety Certificates](#)

FORM OF FIRE SAFETY CERTIFICATE

BCMS

Building Control Management System

Unique Identifier: _____

(for official use only)

Form of Application for a Fire Safety Certificate

Article 13

Building Control Acts 1990 and 2020

Building Control Authority:

Application is hereby made under Part III of the Building Control Regulations 1997 to 2021, for a Fire Safety Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.

1. APPLICANT:

Owner ☐ Leaseholder ☐ (tick as appropriate)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

2. OWNER OF WORKS OR BUILDING (if different to above)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

3. PREPARATION OF FIRE SAFETY CERTIFICATE APPLICATION:

Name and address of person/s or firm/s responsible for preparation of accompanying plans, calculations and specifications.

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

4. LOCATION OF WORKS OR BUILDING:

Address (or other necessary identification) of the proposed works or building to which the application relates.

_____ EIRCODE: _____

Unique Identifier: _____
(for official use only)

5. NATURE OF PROPOSED WORKS OR BUILDING:

Classification (please tick either (a), or any of (b), (c), or (d), as appropriate)

- (a) Construction of new building ☐
- (b) Material change of use ☐
- (c) Extension to a building ☐
- (d) Material alteration ☐

6. BRIEF DESCRIPTION OF THE PROPOSED WORKS OR BUILDING:

7. USE OF PROPOSED WORKS OR BUILDING:

- (a) Proposed use of the building _____
- (b) Existing use (where a material change of use is proposed) _____

8. PURPOSE GROUP OF PROPOSED WORKS OR BUILDING:

Technical Guidance Document B Purpose group(s) _____

9. AREA OF WORKS:

In all cases complete part (a) **and** either (b), or any combination of (c), (d) or (e) as may be appropriate.

- (a) Details of works

Site area _____ (sq. metres)

Number of basement storeys _____

Number of storeys above ground level (incl. ground floor) _____

Height of top floor above ground level _____ (metres)

Total Floor area of building _____ (sq. metres)

Unique Identifier: _____

(for official use only)

Total area of ground floor _____ (sq. metres)

(b) Work involving the construction of a new building –

Floor area of proposed building _____ (sq. metres)

(c) Works involving a change in the material use of a building –

Floor area of change of material use _____ (sq. metres)

(d) Works involving an extension to a building –

Floor area of extension _____ (sq. metres)

(e) Works involving a material alteration to a building –

Floor area of material alteration _____ (sq. metres)

10. AMOUNT OF FEE (accompanying this application) € _____

This application form must be accompanied by documents that clearly identify and describe the development or works to which the application relates.

FORM OF REVISED FIRE SAFETY CERTIFICATE

BCMS

Building Control Management System

Unique Identifier: _____

(for official use only)

Form of Application for a Revised Fire Safety Certificate

Article 20B (2)

Building Control Acts 1990 and 2020

Building Control Authority:

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2021 for a Revised Fire Safety Certificate in respect of proposed works or building to which the accompanying plans, calculations and specifications apply.

Original Fire Safety Certificate application reference No.: _____

1. REASON FOR REVISION:

(a) Changes arising from granting of planning permission ☐

(i) Planning Permission reference No: _____

(b) Changes to the Fire Safety Certificate granted ☐

2. APPLICANT:

Owner ☐ Leaseholder ☐ (tick as appropriate)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

3. OWNER OF WORKS OR BUILDING (if different to above)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

4. PREPARATION OF REVISED FIRE SAFETY CERTIFICATE APPLICATION:

Name and address of person/s or firm/s responsible for preparation of accompanying plans, calculations and specifications.

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

Unique Identifier: _____

(for official use only)

5. LOCATION OF WORKS OR BUILDING:

Address (or other necessary identification) of the proposed works or building to which the application relates.

_____ EIRCODE: _____

6. DESCRIPTION OF CHANGES TO THE PROPOSED WORKS OR BUILDING FROM ORIGINAL APPLICATION:

7. PURPOSE GROUP OF PROPOSED WORKS OR BUILDING:

Technical Guidance Document B Purpose group(s) _____

8. DETAILS OF PROPOSED WORKS OR BUILDING:

	Original Application	Revised Application
Site Area	_____ m ²	_____ m ²
Number of basement storeys	_____	_____
Number of storeys above ground level (incl. ground floor)	_____	_____
Height of top floor above ground level	_____ m	_____ m
Floor area of building	_____ m ²	_____ m ²
Total area of ground floor	_____ m ²	_____ m ²
Floor area of the revision		_____ m ²

9. AMOUNT OF FEE (accompanying this application) € _____

This application form must be accompanied by documents that clearly identify and describe the works or building to which the application relates.

FORM OF REGULARISATION CERTIFICATE

BCMS

Building Control Management System

Unique Identifier: _____
(for official use only)

Form of Application for a Regularisation Certificate Building Control Acts 1990 and 2020

Article 20C (2)

Building Control Authority:

Application is hereby made under Part IIIA of the Building Control Regulations 1997 to 2021 for a Regularisation Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.

1. APPLICANT:

Owner ☐ Leaseholder ☐ (tick as appropriate)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

2. OWNER OF WORKS OR BUILDING (if different to above):

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

3. PREPARATION OF REGULARISATION CERTIFICATE APPLICATION:

Name and address of person/s or firm/s responsible for preparation of accompanying plans, calculations and specifications.

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

4. LOCATION OF WORKS OR BUILDING

Address (or other necessary identification) of the proposed works or building to which the application relates.

_____ EIRCODE: _____

Unique Identifier: _____
(for official use only)

5. NATURE OF PROPOSED WORKS OR BUILDING

Classification (please tick either (a), or any combination of (b), or (c), as appropriate)

(a) Construction of new building ☐

(b) Extension to a building ☐

(c) Material Alteration ☐

6. DESCRIPTION OF THE WORKS OR BUILDING:

7. PURPOSE GROUP OF WORKS OR BUILDING:

Technical Guidance Document B Purpose group(s) _____

8. USE OF PROPOSED WORKS OR BUILDING

(a) Proposed Use of the Building _____

(b) Existing use (where a Material Change of Use is proposed) _____

9. DETAILS OF WORKS OR BUILDING:

In all cases complete part (a) **and** any combination of (b), (c), (d) or (e) as may be appropriate.

(a) Details

Site area _____ (sq. metres)

Number of basement storeys _____

Number of storeys above ground level (incl. ground floor) _____

Height of top floor above ground level _____ (metres)

Total Floor area of building _____ (sq. metres)

Total area of ground floor _____ (sq. metres)

(b) Work involving the construction of a new building –

Floor area of proposed building _____ (sq. metres)

Unique Identifier: _____
(for official use only)

(c) Works involving a change in the material use of a building –

Floor area of change of material use _____ (sq. metres)

(d) Works involving an extension to a building –

Floor area of extension _____ (sq. metres)

(e) Works involving a material alteration to a building –

Floor area of material alteration _____ (sq. metres)

10. PLANNING PERMISSION FOR THE WORKS OR BUILDING IN QUESTION:

(a) Planning permission Reference No.: _____

(b) Date planning permission was granted: _____

11. CONSTRUCTION WORKS:

(a) Date construction started: _____

(b) Is construction of the building completed?: YES ☐ NO ☐

(c) If (b) above is 'Yes', please state the Date of completion: _____

(d) If (b) above is 'Yes' Is the building occupied or operational?: YES ☐ NO ☐

(e) If (b) above is 'No', please specify the state of completion of the building or works:

Less than 25% ☐ 25-50% ☐ 50-75% ☐ More than 75% ☐

12. AMOUNT OF FEE (accompanying this application) € _____

Note:

1. This Application Form for a Regularisation Certificate must be accompanied by a Statutory Declaration.
2. This application form must be accompanied by documents that clearly identify and describe the development or works, as they have been commenced or constructed.

FORM OF DISABILITY ACCESS CERTIFICATE

BCMS

Building Control Management System

Unique Identifier: _____
(for official use only)

Form of Application for a Disability Access Certificate
Building Control Acts 1990 and 2020

Article 20D (4)

Building Control Authority:

Application is hereby made under Part III B of the Building Control Regulations 1997 to 2021 for a Disability Access Certificate in respect of the works or building to which the accompanying plans, calculations and specifications apply.

1. APPLICANT:

Owner ☐ **Leaseholder** ☐ (tick as appropriate)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

2. OWNER OF WORKS OR BUILDING (if different to above):

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

3. PREPARATION OF DISABILITY ACCESS CERTIFICATE APPLICATION:

Name and address of person/s or firm/s responsible for preparation of accompanying plans, calculations and specifications.

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

4. LOCATION OF WORKS OR BUILDING

Address (or other necessary identification) of the proposed works or building to which the application relates.

_____ EIRCODE: _____

Unique Identifier: _____

(for official use only)

5. NATURE OF PROPOSED WORKS OR BUILDING

Classification (please tick either (a), or any of (b), (c), or (d), as appropriate)

- (a) Construction of new building ☐
- (b) Material change of use ☐
- (c) Extension to a building ☐
- (d) Material alteration ☐

6. BRIEF DESCRIPTION OF THE WORKS OR BUILDING:

7. USE OF PROPOSED WORKS OR BUILDING

- (a) Proposed use of the building _____
- (b) Existing use (where a material change of use is proposed) _____

8. HAS PLANNING PERMISSION BEEN APPLIED FOR AND GRANTED FOR WORKS OR BUILDING?

- (a) Date planning permission was granted: _____
- (b) Planning permission Reference No.: _____

9. DETAILS OF PROPOSED WORKS OR BUILDING:

In all cases complete part (a) **and** any combination of (b), (c), (d) or (e) as may be appropriate.

(a) Details of works

Site area _____ (sq. metres)

Number of basement storeys _____

Number of storeys above ground level (incl. ground floor) _____

Height of top floor above ground level _____ (metres)

Total Floor area of building _____ (sq. metres)

Total area of ground floor _____ (sq. metres)

(b) Work involving the construction of a new building –

Floor area of proposed building _____ (sq. metres)

(c) Works involving a change in the material use of a building –

Floor area of change of material use _____ (sq. metres)

BCMS

Building Control Management System

Unique Identifier: _____
(for official use only)

(d) Works involving an extension to a building –

Floor area of extension _____ (sq. metres)

(e) Works involving a Material Alteration to a building –

Floor area of material alteration _____ (sq. metres)

10. AMOUNT OF FEE (accompanying this application) € _____

This application form must be accompanied by documents that clearly identify and describe the development or works to which the application relates.

FORM OF REVISED DISABILITY ACCESS CERTIFICATE

BCMS

Building Control Management System

Unique Identifier: _____
(for official use only)**Form of Application for a Revised Disability Access Certificate**
Building Control Acts 1990 and 2020

Article 20E (2)

Building Control Authority:

Application is hereby made under Part III B of the Building Control Regulations 1997 to 2021 for a Revised Disability Access Certificate in respect of proposed works or building to which the accompanying plans, calculations and specifications apply.

Original Disability Access Certificate application Reference No.: _____

Planning Permission Reference No.: _____

1. REASON FOR REVISION:(a) Changes arising from grant of planning permission ☐(b) Changes to the granted Disability Access Certificate ☐**2. APPLICANT:**Owner ☐ Leaseholder ☐ (tick as appropriate)

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

3. OWNER OF WORKS OR BUILDING (if different to above):

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

4. PREPARATION OF REVISED DISABILITY ACCESS CERTIFICATE APPLICATION:

Name and address of person/s or firm/s responsible for preparation of accompanying plans, calculations and specifications.

FULL NAME: _____ ADDRESS: _____

_____ EIRCODE: _____

TELEPHONE NO: _____ EMAIL: _____

Unique Identifier: _____
(for official use only)

5. LOCATION OF WORKS OR BUILDING

Address (or other necessary identification) of the proposed works or building to which the application relates.

EIRCODE: _____

6. DESCRIPTION OF CHANGES TO THE PROPOSED WORKS OR BUILDING FROM ORIGINAL APPLICATION.

7. DETAILS OF PROPOSED WORKS OR BUILDING:

	Original Application	Revised Application
Site Area	_____ (m ²)	_____ (m ²)
Number of basement storeys	_____	_____
Number of storeys above ground level (incl. ground floor)	_____	_____
Height of top floor above ground level	_____ (m)	_____ (m)
Floor area of building	_____ (m ²)	_____ (m ²)
Total area of ground floor	_____ (m ²)	_____ (m ²)
Floor area of revision		_____ (m ²)

8. AMOUNT OF FEE (accompanying this application) € _____

This application form must be accompanied by documents that clearly identify and describe the works or building to which the application relates.

FORM OF DISPENSATION AND RELAXATION

BCMS

Building Control Management System

Unique Identifier: _____
(for official use only)

**Form of Application for a Dispensation from, or a Relaxation of,
a Requirement of Building Regulation**
Building Control Acts 1990 and 2020

Article 14

Building Control Authority:

OFFICIAL USE

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

Application is hereby made under Section 4 of the Building Control Act, 1990, for the grant of a dispensation from, or a relaxation of a requirement of the Building Regulations, 1997, as specified below, in connection with the works or building shown on the accompanying plans.

1. Address (or other necessary identification) of proposed works or building to which the application relates

2. Nature of proposed works or building

- (a) Classification (please tick as appropriate)—

- Construction of new building ☐
- Material alteration ☐
- Material change of use ☐
- Extension to a building ☐

- (b) Brief description

3. In the use of a material change of use, the—

(a) Existing use of the building _____

(b) Proposed use of the building _____

Unique Identifier: _____
(for official use only)

4. Has the work already been carried out? _____

5. Decision sought (please tick as appropriate)

• dispensation ☐

• relaxation ☐

6. Requirement(s) or Building Regulations concerned

7. Grounds for the application

8. Name and address of person/s or firm/s responsible for preparation of plans, calculations and specifications.

Applicant

Full Name _____

Address _____

Signature _____

Telephone No _____

Date _____

BCMS APPLICATION DETAILS

FIELD LABEL	OPTIONS	SUB-GROUPS
Local Authority		
Has planning permission been applied for and granted for works or building?	Yes/No	
Date permission was granted		
Planning Permission Reference No.		
7 Day Notice Submission No		
Classification of works or building		1. Construction of a new building; 2. Material alterations; 3. Extension to a building; 4. Material Change of Use
Development Description		
Description of changes from original application	Only available for Revised FSC or Revised DAC Application Types	
Related FSC Application	Only available for DAC Application Types	
Use of proposed works or building		1. Residential (Dwellings) 2. Residential (Institutional) 3. Residential (Other) 4. Office 5. Shop 6. Shopping Center 7. Assembly and Recreation 8. Industrial 9. Storage 10. Agriculture 11. Other (Non Residential)
Sub group		1.1 Dwelling house(s) 1.2 Dwelling house(s) with attached garage 1.3 Detached Garage 1.4 Dwelling - Maisonette(s) / Duplex(es) 1.5 Dwelling - Apartment(s) / Flat(s) 1.6 Dwelling – Community Dwelling(s) 1.7 Other – Residential (Dwellings) 2.1 Hospital 2.2 Nursing Home 2.3 Other – Residential (Institutional) 3.1 Hotel 3.2 Hostel 3.3 Guest Building 3.4 Residential College

FIELD LABEL	OPTIONS	SUB-GROUPS
		3.5 Hall of Residence 3.6 Other – Residential (Other) 4.1 Other – Office 5.1 Other – Shop 6.1 Other – Shopping Centre 7.1 School 7.2 Place of Public Worship 7.3 Theatre 7.4 Cinema 7.5 Public Library 7.6 Non Residential School 7.7 Non Residential Educational Establishment 7.8 Sports Stadium 7.9 Sports Pavilion 7.10 Grandstand 7.11 Sports Hall 7.12 Public House 7.13 Restaurant 7.14 Terminus (Air, Rail, Road or Sea Travel) 7.15 Other – Assembly and Recreation 8.1 Factory 8.2 Other – Industrial 9.1 Warehouse 9.2 Car Park 9.3 Other – Storage 10.1 Agricultural building 10.2 Other – Agricultural 11.1 Community 11.2 Other – Other (Non-Residential)
Existing use of building	Only available when 'Classification of works or building' is Material Alteration or Material Change of Use	1. Residential (Dwellings) 2. Residential (Institutional) 3. Residential (Other) 4. Office 5. Shop 6. Shopping Center 7. Assembly and Recreation 8. Industrial 9. Storage 10. Agriculture 11. Other (Non Residential)
Construction Type		1. Timber Frame 2. Masonry:

FIELD LABEL	OPTIONS	SUB-GROUPS
		(a) Brick (b) Block (c) Stone 3. Concrete 4. Steel: (a) Structural Steel (b) Light gauge Steel 5. Other
Site Area		
No. of Basement Stories	Only available for FSC & DAC Application Types	
	Only available for Revised FSC or Revised DAC Application Types	
	Only available for FSC & DAC Application Types	
	Only available for Revised FSC or Revised DAC Application Types	
	Only available for FSC & DAC Application Types	
	Only available for Revised FSC or Revised DAC Application Types	
	Only available for FSC & DAC Application Types	
	Only available for Revised FSC or Revised DAC Application Types	
	Only available for FSC & DAC Application Types	
	Only available for Revised FSC or Revised DAC Application Types	
	Field appears in case "Construction of a new building" option is selected in "Classification of works or building" field for FSC, FSC-RG, DAC only	
	Only available for Revised FSC or Revised DAC Application Types	
	Only available in case "Material Change of Use" option is selected in "Classification of works or building".	
Total area of existing building	Only available in case "Extension to a building" or "Material alteration" options are selected in "Classification of works or building" .	
Floor Area of building extension	Only available in case "Extension to a building" option is selected in "Classification of works or building" .	

FIELD LABEL	OPTIONS	SUB-GROUPS
Total combined floor area	Only available in case "Extension to a building" option is selected in "Classification of works or building"	
Floor area of Material Alteration	Only available in case "Material alteration" option is selected in "Classification of works or building" .	
Reason for Revised Application	Only available for Revised FSC or Revised DAC Application Types	
Requirements of the Building Regulations concerned	Only available for Dispensation and Relaxation Applications	
Requirements of building regulations to be expanded upon	Only available for Dispensation and Relaxation Applications	
Grounds for the application	Only available for Dispensation and Relaxation Applications	
Has the work already been carried out?	Only available for Dispensation and Relaxation Applications	
Date Construction Started	Only available for Regularisation Applications	
Is construction of the building completed	Only available for Regularisation Applications	
Date of Completion	Only available for Regularisation Applications	
Is the building occupied or operational?	Only available for Regularisation Applications	
Is the building still under construction?	Only available for Regularisation Applications	
Have modifications to the original design been made during construction?	Only available for Regularisation Applications	
Was planning permission sought (if necessary) for the modifications?	Only available for Regularisation Applications	