Kildare County Council Building Control Department

Application for Exemption from Building Control Fees

(Article 22 of the Building Control Regulations 1997 (as amended)

This completed form should be attached to the notice or application being submitted through BCMS

Qualifying Organisations

In accordance with Article 22 of the Building Control Regulations 1997 (as amended), Kildare County Council welcome applications for exemption of Building Control fees from the following organisations:

- **Approved Housing Bodies (see Section 1)**
- **Voluntary Bodies – (see Section 2)**
- **Certain Primary and Secondary Schools (see Section 3)**

Qualifying Buildings

Both the applicant organisation and the proposed use of the building or works must meet the relevant requirements of Article 22.

For **Approved Housing Bodies,** the proposed building must be:

- Used for housing poor or homeless people, or those who would otherwise need housing from a local authority, and is not to be used mainly for profit **or**
- A building that supports this purpose.

For **all other organisations**, the proposed building must be:

- Used for social, recreational, educational or religious purposes for the local community or a specific group, and is not to be used mainly for profit **or**
- Used as a hostel, workshop or accommodation for people who are disabled, poor or homeless and is not to be used mainly for profit **or**
- A building that supports either of the above uses.

In order for your application to be assessed, please complete the appropriate section below and provide as much supporting detail as possible. Applications are considered on a case-by-case basis.

Application or Notice Type	Y	Submission Number	€ Amount of Fee
1. Commencement Notice			
2. 7 Day Notice			
3. Fire Safety Certificate			
4. Revised Fire Safety Certificate			
5. Regularisation Certificate			
6. Disability Access Certificate			
7. Revised Disability Access Certificate			
8. Dispensation from Building Regulations			
9. Relaxation of Building Regulations			

Section 1 – Approved Housing Bodies

Organisation Name: _____

Development Address: _____

AHB Number: _____

Please proceed to Section 4

Section 2 - Voluntary Bodies

Organisation Name: _____

Premises address: _____

Governance and Funding

Is your organisation:

- A company limited by guarantee (CLG) ☐ Company no.: _____
- An unincorporated association (club or small association) ☐
- A Trust ☐
- Other (please specify):

_____

Does your organisation have charitable status? If yes, please provide the CHY number (Charity Number):

_____

What is the main purpose of your organisation?

_____

_____

What are the main sources of funding for your organisation?:

_____

_____

Does your organisation receive funding from the Health Service Executive (HSE) under **Section 38** of the Health Act 2004?_____

***Note**: While Section 38 organisations are voluntary in origin and governance, they operate and are funded under a contractual service arrangement with the HSE and are therefore not considered eligible for fee exemptions.*

Are any trustees or directors paid because they hold that office? _____

Are all surplus funds reinvested into the organisation's services? _____

Other relevant information:

_____

_____

_____

_____

Please proceed to Section 4

Section 3 – Certain Primary and Secondary Schools

In assessing whether a school constitutes a qualifying voluntary organisation for the purposes of Article 22, Kildare County Council will consider the governance, ownership and patronage arrangements of the applicant. Particular consideration will be given to whether the applicant is governed by an independent patron body, charitable trust, religious organisation or other non-statutory entity, or whether it operates under the control or patronage of a statutory public body.

School Name:_____ Enrolment number: _____

Address: _____

Patronage details: _____

Number of mainstream teachers employed: _____

Note: Under Article 22(3), all primary schools (irrespective of the above considerations) with less than 4 mainstream teachers are eligible for an exemption from all building control fees where the building or works is subject to a Disability Access Certificate, a revised Disability Access Certificate or a material change of use

Please proceed to Section 4

Section 4 – To be completed by all applicants

What will the building be used for?

_____
_____
_____
_____
_____

Who will the building serve?

_____
_____
_____
_____
_____

I hereby confirm that I have read Article 22 of the Building Control Regulations 1997 (as amended) and comply fully with its provisions and as such, request an exemption from fees for the application/ notice as outlined above.

Signed: _____ Date: _____

Name (Block Letters):_____ Role/Title: _____

The information provided on this form will be used by Kildare County Council to assess and administer the application for exemption from building control fees. Information will be handled in accordance with the Council's applicable data protection and records-management requirements.

Office Use Only

Decision:

Reason:

Decided by: Position: