



REF : xxx xxx/ XX

DATE

XXXX  
XXXX  
XXXX  
XXXX  
DUBLIN

### RE: Circuit Court Licence applications

Dear Sirs,

I refer to the Direction of the President of the Circuit Court made in June 2017, regarding the lodging of documentation in relation to a licensing application, this letter attempts to set out the documents that are required as a matter of course to be lodged in advance of the hearing date.

Please see below the list of documents and certificates that will be requested as standard, in the course of Dublin Fire Brigade processing a Circuit Court Licence application in all cases.

The list is by no means exhaustive but is merely issued as a guidance to assist practitioners to ensure that the correct and necessary documentation is lodged to ensure that applications are not duly delayed because of the lack of correct information.

The following documentation to be submitted, as applicable to the Licence Application:

1. A full set of licencing drawings clearly outlining the licence area.
2. **For parts of the Licenced areas to which the BCAR process applies**

The following BCAR Certificates of Compliance to be submitted by a suitably competent person in order to demonstrate compliance with Part B of the Building Regulations.

- Ancillary Certificate of Compliance (Design)
- Ancillary Certificate of Compliance on Completion
- Ancillary Certificate of Compliance on Completion (Inspection Plan)
- Inspection dates for the inspections undertaken.

These certificates should be submitted within the prescribed format.

**3. For parts of the Licenced areas where the BCAR process does not apply.**

A Professional opinion of compliance with Part B of the Second Schedule to the Building Regulations, 1997 to 2017;- for any parts of the Licensed areas which precede the BCAR process.

The Opinion is required to demonstrate that the building complies with both Part B of the Second Schedule to the Building Regulations 1997 – 2017, and the Fire Safety Certificate XXXX (and the schedule of conditions therein). This Opinion should be completed by a suitably competent person, and should include the following;-

- Name and address of the premises.
  - Confirmation from the person providing the Opinion that they have been engaged by the Building Owner / Occupier to provide the Opinion.
  - Dates on which the building was inspected.
  - Confirmation that the completed works are in full compliance with Part B of the Second Schedule to the Building Regulations 1997 – 2017 and the previously approved Fire Safety Certificate – FA XXXX (and the Schedule of Conditions therein).
  - Confirmation that they have reviewed and are satisfied with any Third Party Certification provided i.e. Fire Doors, Certification in relation to Furnishings and Fittings etc.
  - Confirmation that they have adequate professional indemnity insurance in place, appropriate to the relevant works.
  - Signature and company address of the person providing the Opinion, and the date of the Opinion.
  - A schedule of documents which may have been relied upon in forming the above Opinion of Compliance, specifying
    - The document type.
    - The date of the document, where relevant.
4. Written confirmation that the maximum number of occupants at XXX Level will not exceed XXX persons, in accordance with the previously approved Fire Safety Certificate FA/XXXX.
5. Written confirmation that the premises will be managed in accordance with the requirements for the Department of the Environment “Code of Practice for the Management of Fire Safety in Places of Assembly”
6. Test Certification in relation to each type of Fire Door on the premises.
- The Test Certification should clearly demonstrate that the fire doors have been tested to achieve the appropriate fire rating indicated in the Fire Safety Certificate Application FA/ XXXX, and the schedule of conditions therein.
  - Installation certification in relation to all fire doors on the premises. The Installation Certificate, should be signed by the fire door installer and should state that the fire doors were installed in accordance with the manufacturer’s requirements, in order to achieve the required fire rating indicated in the Fire

Safety Certificate Application FA/XXXX, and the schedule of conditions therein.

7. Test Certification in relation to the fire rated glazing installed on the premises (where applicable).
  - The Test Certification should clearly demonstrate that the glazing has been tested to achieve the required fire rating.
  - Installation certification in relation to the fire rated glazing installed on the premises (where applicable). The Installation Certificate, should be signed by the glazing installer and should state that the fire rated glazing was installed in accordance with the manufacturer's requirements, in order to achieve the required fire rating.
8. The test certificate for the design, installation and commissioning of the Fire Detection and Alarm system in accordance with the requirements of Annex D1 of I.S. 3218:2013 (**where applicable** )  
Annual Servicing Certificate for the Fire Detection and Alarm system in accordance with the requirements of Annex D1 of I.S. 3218:2013. Please note that Annex D2 is required to be located adjacent to the Fire Alarm Panel on the premises (**where applicable**).
9. The test certificate for the design, installation and commissioning of the Emergency lighting System in accordance with the requirements of Annex C6 of I.S. 3217:2013+A1:2017. (**Where applicable**).  
Annual Servicing Certificate for the Emergency Lighting system, (incl. Exit signage), in accordance with the requirements of Annex C6 of I.S. 3217:2013+A1:2017. (**Where applicable**)
10. The test certificate for the Electrical Installation in accordance with the ET101.
11. Current Certificate for the servicing of the Fire Extinguishers in accordance with the requirements of I.S. 291:2015.
12. Current Certification demonstrating that the following:
  - All Furnishings and Fittings,
  - wall, ceiling and floor liningsthroughout the premises comply with the Department of the Environment Guide to Furnishings and Fittings in Places of Assembly.
13. The test certificates for the suppression systems in the Kitchen area (where applicable).
14. Current Test and Installation Certificate for the Fire Shutters / Fire Curtains (where applicable).

15. The test and Installation Certificate for the Sprinkler system in accordance with the requirements of IS EN 12845:2015 (where applicable).
16. Current Test and Installation Certificate for the AOV (Automatic Openable Vent), (where applicable.)
17. Current Certificate for the Gas Installation in accordance with the requirements of IS 820:2010 (where applicable).
18. A Schedule and copy of any other relevant documents (not outlined above), that the competent person is relying upon to certify that the building or works complies with the provisions of the Fire Services Act 1981 – 2003, and, the provisions of Part B of the Second Schedule to the Building Regulations 1997 – 2017. The schedule should also include the date of each document.

Please note the above standardised schedule does not prejudice a further request in certain instances where additional information /certificates may be required relative to the particulars of respective premises.

It is **imperative** that a Fire Safety Management plan is in place on the premises and all staff are trained in Fire Safety Management procedures i.e. day to day procedures, Fire Safety Log Book use and upkeep, what to do in the event of a fire, evacuation procedures etc. In addition to this, planned inspection, maintenance and testing procedures for all fire safety systems should be established, and a Fire Safety Register is to be maintained on the premises.

The above documentation must be furnished to the Fire Officer **at least two weeks** before any intended court hearing date for the Licence Application. Please note that an inspection of the premises will not be scheduled until **all** outstanding documentation is received.

All documentation is to be submitted to the Fire Authority in hardcopy format.

Any communication should be of course directed to this office and to the relevant Fire Prevention Officer, if known

Yours faithfully,

  
Dennis Keeley  
A/ Chief Fire Officer