



Building Control

Topic: Overview of Disability Access Certificate Application Process.

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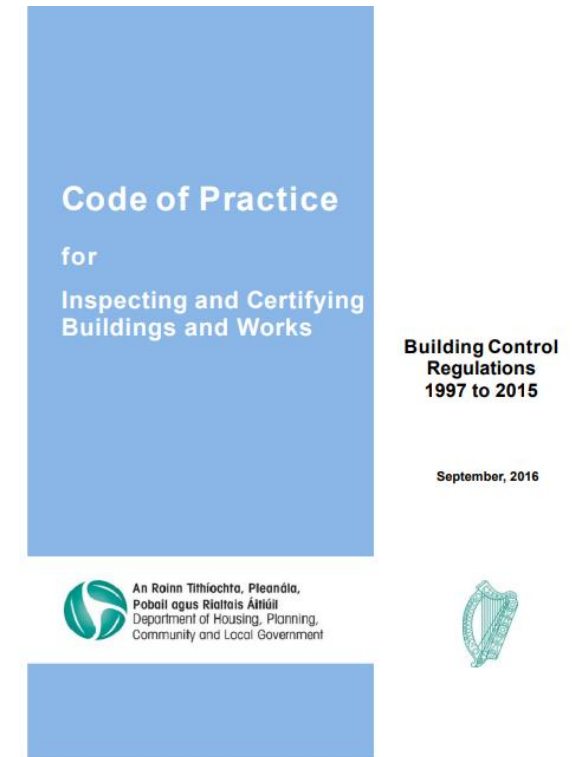
20th June 2023

Background

- ▶ Delegated Officer under Building Control Act in June 2020.

3.6.1 of the Code of Practice.

- ▶ The Building Control Authority “*shall*”:
 - process applications for Fire Safety Certificates and Disability Access Certificates and issue decisions on those applications;
 - validate and register CN/ 7-day Notices and the accompanying Certificates, notices of assignment and notices of undertakings.
 - validate and register the Certificate of Compliance on Completion and accompanying documentation submitted in support of same;
 - maintain a public register of Building Control decisions and activity; and
- ▶ The Building Control Authority “*should*”:
 - maintain records, including records of inspection
 - undertake a risk analysis of each commencement notice submitted in order to inform its own inspection arrangements;
 - advise the Assigned Certifier, in relation to issues of compliance relating to the building or works that are disputed by parties to the construction project;



Presentation Overview

- ▶ Learning Outcomes.
- ▶ Statistics relating to DAC for Louth County Council.
- ▶ Disability Access Certificates.
 - DAC Process.
 - Technical Assessment.
 - What happens after the Granted Certificate.
- ▶ Requests for revised information .
- ▶ DAC compliance reports.
 - Good v Bad DACs.
- ▶ Personal pet hates.
- ▶ Compliance examples.
- ▶ Louth County Council Case Study.

Learning Outcomes

To provide an overview and understanding of a Disability Access Certificate.

Highlight common areas of non compliance within DAC applications .

What is a DAC you may ask ?

A Certificate granted by a Building Control Authority (BCA) which certifies compliance of the **design** of certain works ,new buildings (except dwellings), extensions and material alterations to buildings.

Reasons for complying with Part M

- ▶ The aim for Part M is to ensure that regardless of age, size or disability of persons that;
 - New buildings other than dwellings are accessible and usable.
 - Works or extensions to existing buildings other than dwellings are where practicable accessible and useable.
 - Material alterations to existing building other than dwellings increase the accessibility and usability of existing buildings where practicable.
 - New dwelling are visitable i.e. not a flat.
- ▶ Buildings should be designed to cater for the occupant's access and use throughout the design purpose of the building.

Main Aim of the Building Regulations

- ▶ To secure the Health & Safety and Welfare of People in or about buildings.
- ▶ Primary responsibility for compliance with the requirements of the Building Regulations rests with the designers, builders and owners of buildings.
- ▶ Bring Back Homes very useful document.



Louth County Council Statistics

- ▶ Population of just under 140,000.
- ▶ Two major towns Dundalk & Drogheda.
- ▶ Disability Access Certificates.

Year	Numbers
2020	76
2021	95
2022	106
2023 to date	35*

- ▶ Total DAC reviewed/ assessed 285.



DAC Process

- ▶ Applicant or Agent
 - Prepare and submit the DAC application.
 - Online Process via Building Control Management System(BCMS).
 - Paper submission.

- ▶ Building Control Process (4 stages).
 - Validate or Invalidate the DAC.
 - Technical Assessment.
 - Recommendation.
 - Decision.



Validation

- Statutory forms are checked.
 - Signed and dated.
- Project particulars are checked.
- Nominated roles.
- Fees are correct.
- Drawings and Compliance reports are also reviewed.



Note: The application also gets recorded on the LA filing system (Louth COCO currently Diamond) added to premises file.

Only now can the DAC be Validated.

If not correct then the DAC is invalidated or Further information is sought.

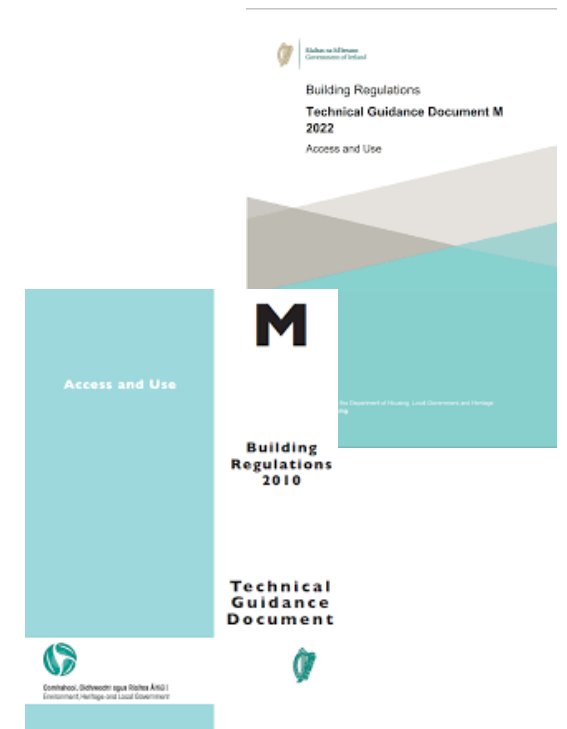
Recording

- ▶ LCC Building Control also maintain a Live Register
 - We use this as an in house monitoring tool.
 - Reference numbers.
 - Current Status.
 - Further Information is sought
 - Revised Information is sought.
 - Granted

DAC Number	BCMS	Description	Date submitted	Date validated	Date reviewed	2023 week	FI Sent	FI Information	FI returned	FI reviewed	ate recommende	Status	FI
DA220103	DAC230063LH	4006253 St Marys Link corridor	22/11/2022		05/01/2023						05/01/2023	GRANT	NO
DA220024	DAC220187SLH	4004429 37 Jocelyn Street Apartments Existing building	08/04/2022	24/05/2022	24/05/2022	week 2	24/05/2022	Door entrance, Lobby, level access	17/10/2022	10/05/2023	10/05/2023	GRANT	YES
DA220195	DAC230063LH	4006489 Prefab De la salle School	19/12/2022		05/01/2023						05/01/2023	GRANT	NO
DA220098	DAC220613SLH	4006485 Murehnamore centre	10/11/2022		06/01/2023		06/01/2023	small items need amended clarity			03/04/2023	GRANT	YES
DA220191	DAC2300084LH	4006485 Donore Road Hostel	21/11/2022		06/01/2023							GRANT	YES
DA220054	Paper Submission	4006485 Scoil Naomh Buid	30/06/2022		05/07/2022		05/07/2022		30/11/2022	06/01/2023	06/01/2023	GRANT	YES
DA220094	DAC220615LH	4006473 Block D MacNeill Apartments	07/11/2022		17/11/2022	week 3	17/11/2022		20/12/2022	11/01/2023	11/01/2023	GRANT	YES
DA220095	DAC220615LH	4006474 Block E MacNeill Apartments	07/11/2022		17/11/2022		17/11/2022		20/12/2022	11/01/2023	11/01/2023	GRANT	YES
DA220068	DAC2204703LH	4005634 Unit 23-28 Clois Ennis Dundalk	02/06/2022		19/10/2022	week 5	19/10/2022			12/01/2023	12/01/2023	GRANT	YES
DA220084	DAC2205735LH	4006102 Platinum Automated car wash Donore rd	26/09/2022		12/01/2023				16/01/2023	17/01/2023	17/01/2023	GRANT	YES
DA230003	DAC2300333LH	4006399 Ikea Unit G 05 Scotch Hall	17/01/2023		18/01/2023	week 6	18/01/2023				24/01/2023	GRANT	NO
DA220107	DAC2300336LH	4006390 Exeter Duplex 11	23/12/2022		18/01/2023						24/01/2023	GRANT	NO
DA220102	DAC2300336LH	4006688 13 Laurence Street	01/12/2022		18/01/2023							NOT REVEALED	
DA230004	DAC2300340LH	4007035 Balle Beag Cafe/Bar	17/01/2023		18/01/2023		18/01/2023	door widths and toilet arrangement				GRANT	YES
DA220099	DRV2206133LH	4006160 Bourne Valley Leisure Centre revised plant room	14/11/2022		23/01/2023	week 7					20/01/2023	GRANT	NO
DA220091	DAC2205213LH	4005866 No 6 Barrack Street, Dundalk	05/09/2022		27/09/2022		27/09/2022		27/09/2022	20/01/2023	20/01/2023	GRANT	YES
DA230005	DAC2300398LH	4007037 Control Building At Omeath Wastewater	19/01/2023		23/01/2023	week 8						GRANT	YES
DA230001	Paper Submission	4007037 Units 15-20 B Duplex apartments Castlebellingham	03/01/2023		23/01/2023			No compliance report				GRANT	YES
DA230002	Paper Submission	4007037 Units 2-10 B Duplex apartments Castlebellingham	03/01/2023		23/01/2023			No compliance report				GRANT	YES
DA220104	Paper Submission	4005623 driving test centre Dundalk co louth	08/12/2022		24/01/2023	week 9					24/01/2023	GRANT	NO
DA220106	Paper Submission	4005623 Supermarket Lituania Donore Road Drogheda	20/12/2022		24/01/2023		24/01/2023	Compliance on existing parking toilet etc				GRANT	YES
DA220089	DAC2206087LH	4004775 Demense Block E2 Demense Road	12/10/2022		18/11/2022	week 10	18/11/2022	FSC report with DAC not Compliance res	18/11/2022	22/02/2023	22/02/2023	GRANT	YES
DA220072	DAC2206090LH	4005625 Boyle Sports Doneck street & West street	01/09/2022		22/02/2023		22/02/2023	stairwell non compliant				GRANT	YES
DA220073	DAC2206090LH	4005626 Boyle Sport West Street 03	01/09/2022		22/02/2023		22/02/2023	stairwell non compliant				GRANT	YES
DA220071	DAC2206084LH	4005623 Boyle Sport Mixed Development Block 01	01/09/2022		22/02/2023					22/02/2023	22/02/2023	GRANT	NO
DA220097	Paper Submission	4004429 Proposed 3 no apartments 37 Jocelyn street				week 11						NOT REVEALED	
DA220097	Paper Submission	4004429 61-62 Clarkboard Street Dundalk	09/11/2022		14/02/2023		15/02/2023	drawing note legible				GRANT	YES
DA230007	DRV2300965LH	4007310 St Nicholas NS School	14/02/2023		20/02/2023	week 12					20/02/2023	GRANT	NO
DA230006	DAC2300930LH	4007275 Ardee Educate Together National School	09/02/2023		20/02/2023						20/02/2023	GRANT	NO
DA230008	DAC2301049LH	4007363 Super Value Prehabitated Shed Blackrock	21/02/2023		22/02/2023						22/02/2023	GRANT	NO
DA220066	DAC2204700LH	4005633 No 75 Tenar Street Drogheda	02/08/2022		21/09/2022	week 13	21/09/2022	toilet	02/03/2023	02/03/2023	02/03/2023	GRANT	YES
DA230009	DAC2301277LH	4007417 Monkland SEN Units	01/03/2023		06/03/2023						06/03/2023	GRANT	NO
DA220086	DAC2206086LH	4006113 Zoma, 82 Park Street	05/10/2022		13/11/2022	week 14	14/11/2022	door widths	04/04/2023	04/04/2023	05/04/2023	GRANT	YES
DA220094	DAC2202134LH	4007453 Fit out Unit 1-04 Scotch Hall Drogheda	15/03/2023		18/04/2023		18/04/2023	References another project amended				GRANT	YES
DA230015	DAC2302131LH	4007584 Waldons House F & Street	23/03/2023		18/04/2023	week 15	18/04/2023				02/05/2023	GRANT	NO
DA230013	DAC2302133LH	4007611 MW apartments Block C Harbour View Dundalk	20/03/2023		18/04/2023						11/05/2023	GRANT	NO
DA230016	DAC2302245LH	4007561 Ardee Enterprise Centre, Cappoockgreen, Agri store	17/04/2023		02/05/2023						02/05/2023	GRANT	NO
DA230018	DAC2302247LH	4007744 Sunhill, Termonleekin, Drogheda Co Louth Shop	19/04/2023		03/05/2023	week 16					03/05/2023	GRANT	NO
DA230022	DAC230217LH	4006925 St Oliver College Prefab classroom	04/05/2023		13/05/2023		13/05/2023	width of doors	12/05/2023	17/05/2023	17/05/2023	GRANT	YES
DA230020	DAC2302579LH	4007650 JNasser Apartments	24/04/2023		10/05/2023						10/05/2023	GRANT	NO
DA230021	DAC2302755LH	4007890 Unit 22A Nothlink Retail Park Coes Road	24/04/2023		17/05/2023	week 17	17/05/2023	No Compliance Report submitted, carpark				GRANT	YES
DA230019	DAC2302254LH	4007486 07 Northlink Park, Coes Rd	19/04/2023		24/04/2023		18/05/2023	door width carpark & parking	13/05/2023	14/06/2023	14/06/2023	GRANT	YES
DA230017	DAC2302249LH	4007783 Unit 16, William Hall Change of use to take aw	18/04/2023		18/05/2023		18/05/2023	Accessible door level threshold & counter top				GRANT	YES
DA230026	DAC2302814LH	4008162 Lidl St Helena Terrace extension	10/05/2023		18/05/2023		18/05/2023				18/05/2023	GRANT	NO
DA230024	DAC2302820LH	4008115 Extension to Outcomes Centre 8 Roden Place Dundalk	18/05/2023		18/05/2023	week 18						NOT REVEALED	
DA230027	DAC2303048LH	4007902 BME warehouse 1B2	26/05/2023		23/05/2023							NOT REVEALED	
DA230028	DAC2303232LH	4007903 BME warehouse 3B4	26/05/2023		23/05/2023							NOT REVEALED	

Technical Assessment

- ▶ Drawings and Compliance report are reviewed in line with the Technical Guidance Document TGD Part M 2010 for compliance or relevant guidance provided within the compliance report.
 - Request for Revised Information.
 - Recommended for Grant (with/without conditions).
 - Recommended for Refusal.



Request For Revised Information



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18/04/2023



Re: Disability Access Certificate Application Ref. **DA23 / 0004**
DAC2300340LH

Proposed: Proposed New CAFE / BAR

Location: Co Louth.

A Chara,

The above Disability Access Certificate application does not include sufficient information to enable assessment for compliance with Part M of the Building Regulations, 1997 to 2021. Further information is requested to be submitted in relation to the following issues.

1. Section 1.2.4 of the compliance report refers to Accessible Entrance Doors the clear width of the accessible entrance doors is detailed as 1000mm. The applicant must demonstrate that the minimum clear opening width of the accessible doors are to be minimum of 1000mm through a single leaf or at least one of a double door to comply with section 1.2 of the TGD part M
Also note section 1.2.2 of TGD Part M states that all of the following entrance (a – f) should be accessible this includes subsidiary external entrances.
2. Section 1.4.3.1 of the compliance report states that the net floor of the building is less than 200m² and therefore Dia 15b applies yet other locations in the compliance report state that diagram 15a applies. The applicant shall confirm with sanitary facility applies to this proposed building to comply with the recommendations of section 1.4 of TGD part M.

The drawings and the compliance report submitted shall be revised as necessary to demonstrate compliance with the requirements.

Is mise le meas,

Conor King

Conor King
Building Control Officer

- All notification are via BCMS. (Validation, Further/Revised information, Grants etc.)
- We LCC send out a paper copy of the Further/Revised information & Grants).
- A copy gets added to the premises file.
- The applicant/agent can upload the additional information sought via the BCMS or Email directly to Building Control.

Common Requests For Further Information

- Application form not signed by the correct persons.
- Not dated.
- Description of works doesn't accurately describe the building or works (planning description).
- Incorrect fee.
- Applied for fee exemption (not exempt/no exemption form provided).
- Incorrect drawings uploaded/not provided.
- Size & scale not marked on drawings.
- Location not correct.

Common Requests For Revised Information

- **Inconstancies with the compliance report & accompanied drawings.**
 - Canteen facilities on drawing yet NA in report or vice versa
 - Designated parking spaces not detailed on site layout plan.
- **Key compliance requirements on the drawings not fully dimensioned.**
 - Door widths
 - Corridors
 - Turning areas
 - Dead ends
 - WCs
 - Changing facilities

Louth County Council generally Grant DAC's without conditions that would effect the layouts of the plans submitted. Good practice to ensure if constructed with the drawings submitted with the DAC the building will be in compliance with the requirements of Part M of the second schedule.

- Where buildings are not built in accordance with the granted DAC a revised DAC application shall be made.

Recommendation Stage DAC

- ▶ Following the assessment and any clarification sought by revised information, only then should the Building Control Officer make their recommendation.
 - Grant
 - Grant with conditions *(must provide reasons if adding conditions)*
 - Refusal *(must provide reasons)*

Decision Stage DAC

- ▶ The delegated person appointed by the Chief Executive have the final decision to Grant, Grant with conditions or Refuse.
- ▶ The Decision is notified via BCMS and/or Paper
- ▶ Note you must have a DAC to open, occupy or use a building. That's the Law.
- ▶ A decision on a DAC must be given within 2 months unless an extension of time is sought between the applicant and local authority.



Building Control Acts 1990 and 2014

Disability Access Certificate

Register Ref. DA23/0022

To: [Redacted] (Applicant)

Address : [Redacted]

Nature of proposed work: provision of new 8 classroom temporary prefab with acniliary accommodation and all associated site works

Premises Address: [Redacted] CO LOUTH,
DROGHEDA, DROGHEDA

Louth County Council hereby certify that the works or building to which the application relates, if constructed in accordance with the plans, calculations, specifications and particulars submitted would comply with the requirements of Part M of the Second Schedule to the Building Regulations, 1997 to 2021. In considering the application, no assessment has been made as to whether the works or building will comply with the other requirements of the Second Schedule to the Building Regulations, 1997 to 2021. This certificate is **Granted Without Conditions**.

Signed: [Redacted]
Director of Services

Date: [Redacted]

DAC Compliance Reports Should



- ▶ A report should follow the sequence of the Technical Guidance Document TGD M.
 - ▶ The Report should not jump from Section to Section or clause to clause.
 - ▶ Clearly reference the correct details or diagrams.
- ▶ No areas should be left out of the report.
 - If not applicable state this within the report.
- ▶ The applicant/agent should review that the compliance report & drawings to clearly demonstrate compliance with part M.

Personal Pet hates



- ▶ The compliance report
 - Title on the compliance report not matching the proposed works.
 - Compliance report referencing other building or works.
 - Compliance report states that specific areas within the building are only for able bodied people.
 - Meaningless notes or comments
 - For areas that are not accessible for all, a mobile ramp will be deployed by a member of staff (non compliance).
 - Application to be submitted to the correct LA otherwise it invalidated.

- ▶ I would strongly advise that consultants **should** proof read the DAC report before submitting.



Compliance Examples ?



This Appendix gives a brief overview of the additional licences that may be required. This is particularly important when the proposed works would be carried out on tight urban sites in town-centre locations.

Public footpath

Owner/builder decided to alter the public footpath.

Other areas to consider;

- Planning permission
- Road opening licenses
- Traffic Management
- Pedestrian Management
- Services

Lift Opening

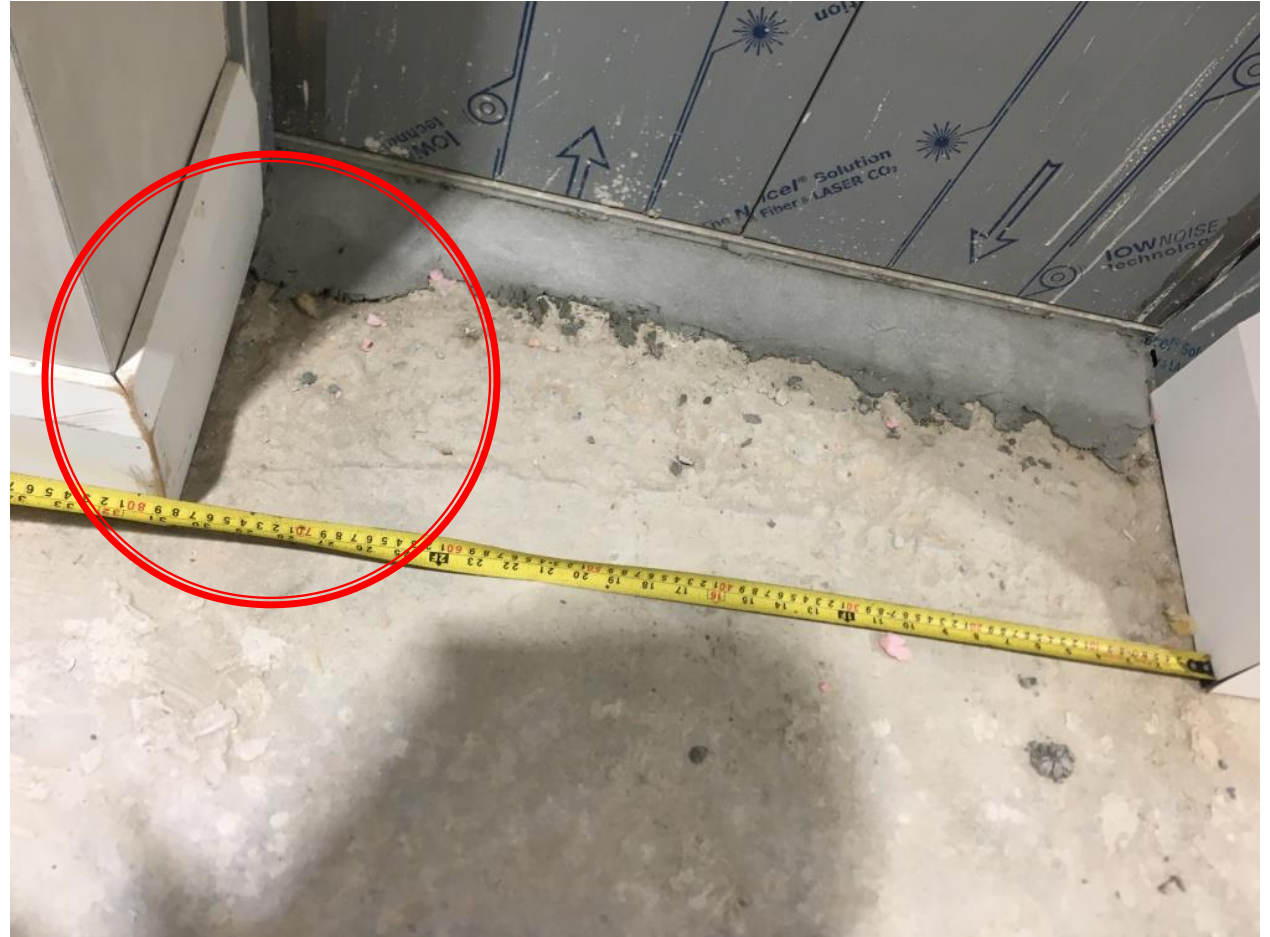
Apartment complex was inspected close to completion stage.

Lift opening was in compliance with TGD Part M up to the point of second fixing carpentry.

Remedial works had to be carried out.

Implication

- Additional cost to the contract.
- Time delay.
- No CCC.
- Non Compliance.



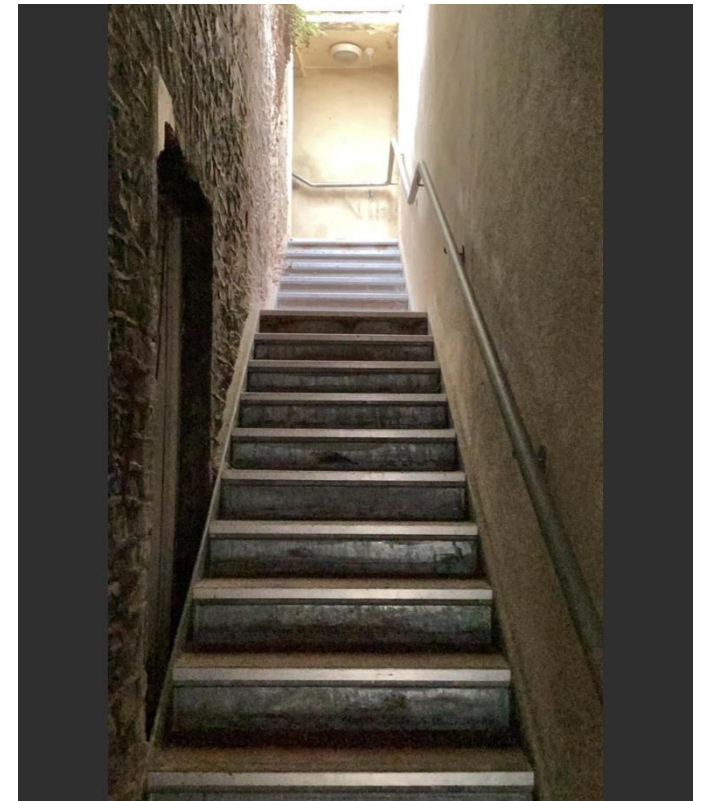
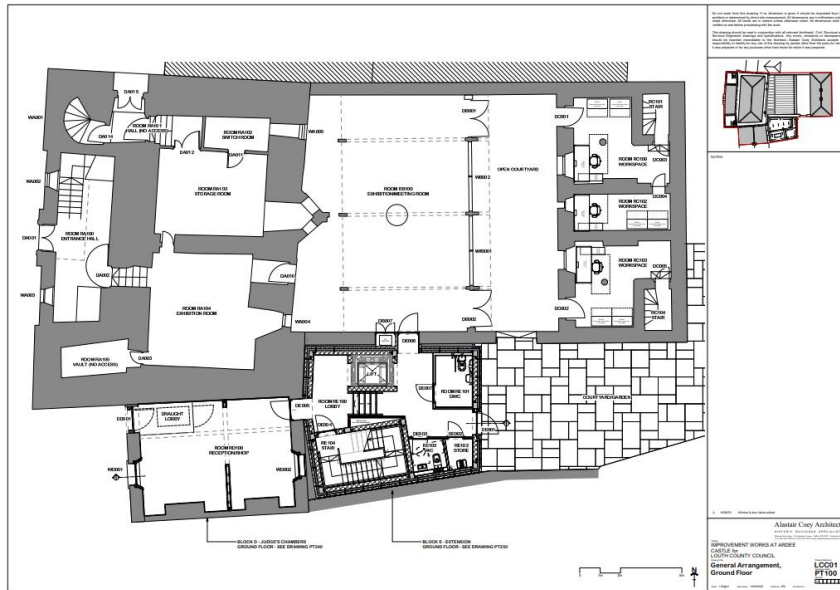
Case study : Ardee Castle (St Legers Castle)

- ▶ Built in the 15th century.
- ▶ Originally built as a stronghold to defend off the pale.
- ▶ In 1805 it was converted into a Courthouse & Prison.
- ▶ Closed as a Courthouse in the 2000's. due to significant safety issues in relation to fire and accessibility.
- ▶ LCC acquired the neighboring property



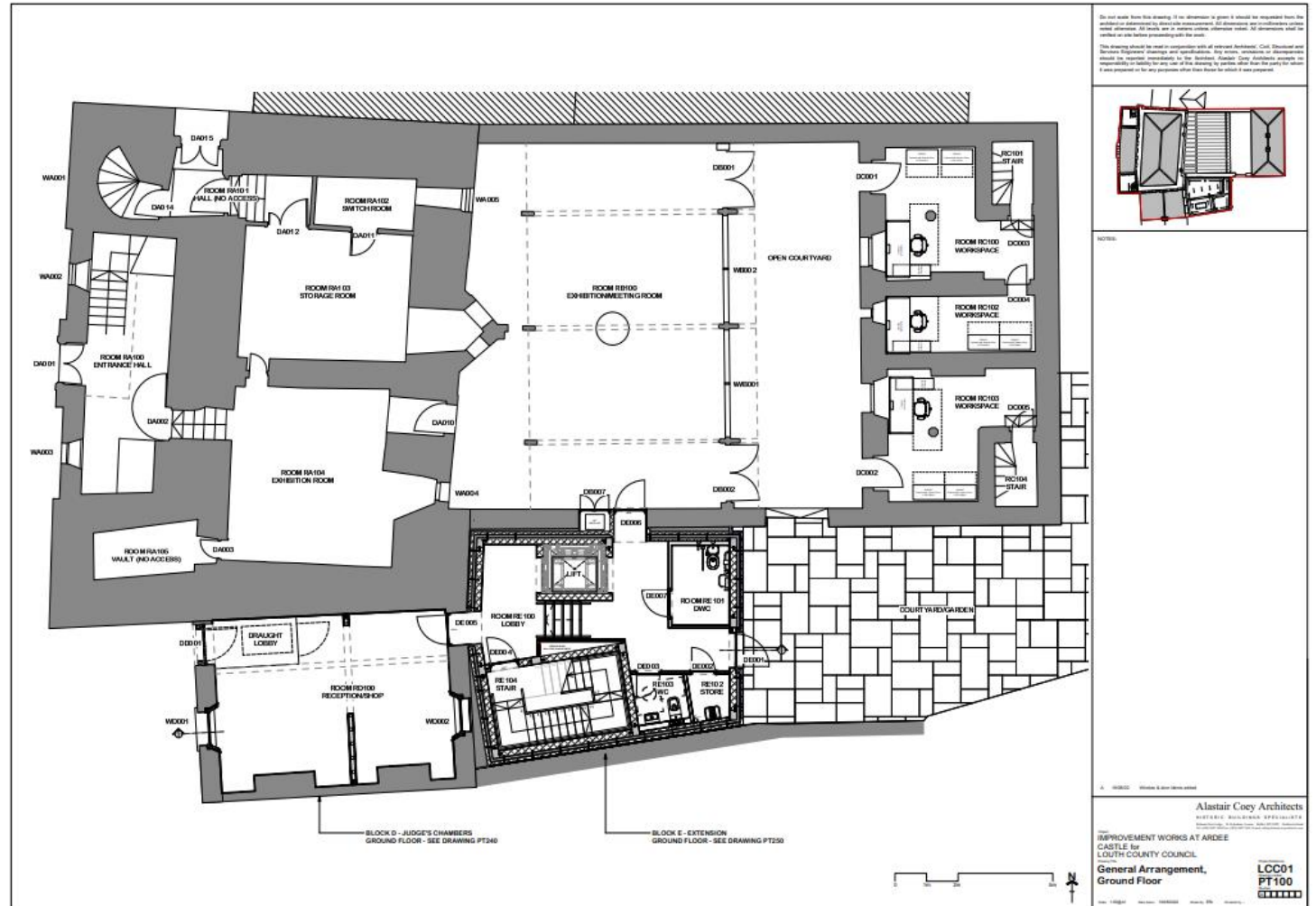
Building Control Inspection/ Report

- ▶ Report to accompany the Ministerial Consent Application (May 2023).
- ▶ Proposed accessible extension.



Challenges of existing building

- ▶ Four storey with split levels.
- ▶ Spiral stairs
- ▶ Narrow corridors
- ▶ Lack of compliant sanitary facilities
- ▶ Existing doors



Photomontage of proposed



Thank you for your time and for
listening.
Any Questions can be answered
during the Q&A.

Regards Conor King
Conor.king@louthcoco.ie



Comhairle Contae Lú
Louth County Council