



**Clare County Council Building Control Authority**  
**Request for exemption of fees from Building Control Management System**  
**Article 22 – Exemptions**  
**Building Control Regulations 1997 to 2018**

**OFFICIAL USE**

Date Received \_\_\_\_\_  
 Register Ref. \_\_\_\_\_  
 Entered on \_\_\_\_\_  
 Entered By \_\_\_\_\_  
 Fee Received \_\_\_\_\_

**TO: Clare County Council, Building Control Authority, Central Fire Station, New Road, Ennis, Co. Clare.**  
 I hereby seek an exemption of fees under the above article of the regulations for the reasons outlined below -

Application or Notice Types or Certificates Fee Exemption	Y	N	€ 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			
10. Material Change of Use			

**Reason for Claim of Fee Exemption:**

**Voluntary Body – Article 22(2)(a)** ..... **Y / N**

The Application is being made by or on behalf of a Voluntary Organisation

**Note** Voluntary and Charitable are not the same thing, see below

If Yes complete the section below.

Provide at least three distinct justifications in writing to support Voluntary Status and to demonstrate that the purposes of the organisation are not mainly for profit or gain:

**a. Confirm the Following**

1. Voluntary funding only  
provide details \_\_\_\_\_
2. Number of paid directors  
provide details \_\_\_\_\_
3. Other  
provide details \_\_\_\_\_

**b. Outline one of the following uses of the building**

1. Article 22(2)(a)(i) – intended to be used for social, recreational, educational or religious purposes by inhabitants of a locality generally or by people of a particular group or religious denomination and is not to be used mainly for profit or gain  
provide details \_\_\_\_\_
2. Article 22(2)(a)(ii) – intended to be used as a hostel, work-shop or other accommodation for disabled, poor or homeless persons and is not to be used mainly for profit or gain  
provide details \_\_\_\_\_

3. Article 22(2)(a)(iii) – is ancillary to as described in item 1 or 2 above  
provide details \_\_\_\_\_  
\_\_\_\_\_

**Approved Housing Body – Article 22(2)(b)** ..... **Y / N**

The Applicant is a body standing approved of for the purposes of section 6  
of the Housing (Miscellaneous Provisions) Act 1992 (No. 18 of 1992).

If Yes complete the two headings below.

Provide proof of the above status  
provide details \_\_\_\_\_  
\_\_\_\_\_

**Outline one of the following uses of the building**

1. Article 22(2)(b)(i) – designed or intended to be used for the accommodation of poor or homeless persons or persons who would otherwise be likely to requires housing accommodation provided by a housing authority, and is not to be used mainly for profit gain  
provide details \_\_\_\_\_  
\_\_\_\_\_
2. Article 22(2)(b)(ii) – ancillary to CI 22(2)(b)(i)  
provide details \_\_\_\_\_  
\_\_\_\_\_

I hereby confirm that I have read Article 22 of the Building Control Regulations 1997 to 2018 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 or Title: \_\_\_\_\_

Premises Name: \_\_\_\_\_

Premises Address: \_\_\_\_\_

Use of Premises: \_\_\_\_\_

Validation Building Control Office  
Delegated Person (Article 22) Name : \_\_\_\_\_

Local Authority Exemption Policy Ref No: \_\_\_\_\_

**Note: -**  
**This completed form should be attached to the Notice or Application being submitted.**  
**A separate form should be completed in respect of each Notice or Application.**