



REQUEST FOR VIEWING OR PROVISION OF FIRE SAFETY CERTIFICATE INFORMATION

I _____ (insert name here) **Of**

1] _____

2] _____

Contact No: _____ **Email:** _____

Wish to obtain from Donegal County Council Fire Service Department (tick as appropriate):

A) Fire Safety Certificate search and reference number retrieval

B) Fire Safety Certificate file search, retrieval and viewing by appointment

C) A copy of a Fire Safety Certificate (FSC Reference No. is Required)
(does not include application form, drawings, or compliance report)

For the following premises / property - FSC reference number _____

(Provide the FSC number if known or attach a site location map of the premises)

Premise's Name: _____ (or type. i.e. offices) at:

1] _____ (address line 1)

2] _____ (address line 2)

3] _____ (address line 3)

Please provide a brief description of the Fire Safety Certificate (if known) i.e. the description of the proposed development and the year it was issued.

Name and contact details of Building Owner/s:

1] _____

2] _____

I, as the registered owner of the building hereby authorise the above named person to obtain relevant Fire Safety Certificate information for the above building and attach the appropriate fee as set out on the attached schedule.

Signed (by premises owner): _____ **Date:** _____

Name of owner in Block Capitals: _____

Contact No: _____ **Email:** _____

Fees and Payment Methods

The appropriate fee should be included with this returned signed request form.

A) Fire Safety Certificate Search and reference number retrieval - €50.00

Includes the search of the Fire Service database to ascertain any Fire Safety Certificate Reference Numbers relating to a premises.

B) Fire Safety Certificate File Search, Retrieve and Viewing - €100.00

Includes the search of our database to ascertain any Fire Safety Certificate Reference Numbers relating to a premises and the retrieval of relevant archived files for viewing by the applicant / applicant's agent by appointment at Letterkenny Fire Station.

NOTE: Any subsequent files relating to the same premises will be charged at €50.00 per file for retrieval and viewing.

C) A copy of a Fire Safety Certificate - €12.00 (FSC Reference No. is Required)

The provision of a copy of a Fire Safety Certificate is subject to a charge of €12.00 as set out in the Building Control Acts 1990 and 2007.

NOTE: Copies of fire safety certificate drawings or compliance reports are not provided

The fee can be paid either:

- by cheque made payable to Donegal County Council and returned to Fire Brigade HQ, High Road, Letterkenny, **or**
- over the phone by calling our Call Centre on 074-91 53900 and asking for the Cash Office (where they will take a card payment and provide a receipt reference), **or**
- by EFT online (via Donegal County Council bank details as below).

VAT No :	8F28103W
Account Name:	Donegal County Council.
Bank Name :	AIB
Bank Address:	The Diamond, Donegal Town Co. Donegal, Ireland
Sort Code:	93-73-04
A/C No:	40009074
IBAN No:	IE35AIBK93730440009074
BIC NO:	AIBKIE2D
Ref No:	Customer No/Invoice No
E-Mail Address:	eft@donegalcoco.ie
(Remittance Advices)	