



8<sup>th</sup> November 2019

**RE: Kilkenny Fire/Building Control Authority amended policy for validation of Fire Safety Certificate applications from December 2019**

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Kilkenny Fire/Building Control Authority have been reviewing current best practice with regard the fire safety certificate applications being submitted to the authority under the [1] Building Control Act 1990 as amended; [2] Building Control Regulations 1997 (SI 496 of 1997) and Building Control Regulations 2009 (SI 351 of 2009).

- Kilkenny Fire Authority is updating the policy dated 12<sup>th</sup> July 2018 and 7<sup>th</sup> December 2010 for Fire Safety Certificates (Revised, 7-day notice, Regularisation, Traditional) will not be considered as valid until these are accompanied by Certificates of Design for the life safety systems as outlined below.

The fire safety certificate process is an assessment of the building design whether it is a new building, a material alteration, a change of use or an extension.

Kilkenny Fire/Building Control Authority is taking this opportunity to write to practices of the forthcoming changes to the validation process for all fire safety certificates.

In brief these changes are as follows Kilkenny Fire/Building Control Authority shall require the following -

- a) Certificate of Design for Fire Detection and Alarm Systems Annex C1 of IS 3218: 2013+A1:2019 *Fire detection and alarm systems for buildings - System design, installation, commissioning, servicing and maintenance and Amendment 1: 2019* to be submitted with ALL fire safety certificate applications from 1<sup>st</sup> December 2019.
- b) Certificate of Design for Emergency Lighting Systems Annex C2 of IS 3217: 2013+A1:2017 *Emergency Lighting and Amendment 1: 2017* to be submitted with ALL fire safety certificate applications from 1<sup>st</sup> September 2018.

In Technical Guidance Document, Part B, Fire Safety, 2006, Fire Detection and Alarm Systems are addressed under Section 1.4.14 and Emergency Lighting Systems are addressed under Section 1.4.8.

Kilkenny Fire/Building Control Authority is of the view that these two life safety systems are critical to the overall fire safety ethos in most developments and the appropriate design of these systems should be commenced at an early stage among the 'professional design team' collaboration.

Note – fire safety certificate applications includes fire safety certificate, 7-day notice fire safety certificate, revised fire safety certificate and regularisation fire safety certificate.

Further to a number of fire safety audits and reviews of public places of assembly in the recent past, Kilkenny Fire/Building Control Authority has observed a concerning lack of any functioning or valid 'Fire Safety Registers' in these premises.

Kilkenny Fire/Building Control Authority would like your assistance to bring to the attention of your clients during the 'design process' specifically their 'duty of care' under [1] Fire Services Act 1981 and 2003, and [2] the Code of Practice for the Management of Fire Safety in Places of Assembly, 1989 edition, with regard to the ongoing management of their premises and the life safety systems within.

- c) A copy of the 'Code of Practice for the Management of Fire Safety in places of Assembly' (available from the Government Publications Sales Office, Postal Trade Section, 51 St. Stephens Green, Dublin 2; Telephone number: 01 – 6476834 / 6476995 / 6613111, approx price €2.79, cheques payable to Government Publications Trade Section) should be on the premises for the proprietor/managing agent and for the nominated 'fire safety manager(s)' to be familiar with its contents and requirements therein.

This document can also be downloaded from the following web links –

- > <http://www.environ.ie/>
- > <http://fire.kilkennycoco.ie/>

- d) Fire Safety Registers are required to be in-situ in ALL building utilised as public places of assembly. The fire safety register should be comprehensive, current, systematic and structured; the register should be maintained, kept up to date and utilised by the management. (Note – Sample layout of 'fire safety register' is within Appendix D of the recommended guide).

Note – Fire Safety Registers are available from a number of sources. In addition, Fire Safety Registers are available from Kilkenny Fire and Rescue Service, Fire Service Headquarters via our trauma bear fund appeal, see web link - [http://fire.kilkennycoco.ie/News/2007/Trauma\\_Bears\\_Join\\_Kilkenny\\_Fire\\_and\\_Rescue\\_Service/](http://fire.kilkennycoco.ie/News/2007/Trauma_Bears_Join_Kilkenny_Fire_and_Rescue_Service/)

If you have any outstanding questions please do not hesitate in contacting either myself or *Killian John Hennessy, Senior Assistant Chief Fire Officer* by telephone at 056 – 7794400 or in writing to Fire Service Headquarters, Kilkenny City. **Remember, if in doubt ask.**

Yours faithfully,  
For and on Behalf of  
Kilkenny County Council Fire & Rescue Service

  
John Collins  
Chief Fire Officer



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Registered post.

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