

# Health Information and Quality Authority

## Compliance with Statutory Requirements Relating to Fire Safety and Building Control



| Section 1. Designated centre details          |   | For official use         |
|---|---|--------------------------|
| Centre name                                   |   | <input type="checkbox"/> |
| Centre ID (OSV)                               |   | <input type="checkbox"/> |
| Centre address                                |   | <input type="checkbox"/> |
| Please select the associated application type | <input type="checkbox"/> Application to Register<br><input type="checkbox"/> Application to Renew<br><input type="checkbox"/> Application to Vary or Remove | <input type="checkbox"/> |

| Section 2. Confirmation of fire compliance  |   | For official use         |
|---|---|--------------------------|
| I hereby confirm that I have engaged a properly and suitably competent person to provide confirmation (on page 3) that all statutory requirements relating to fire safety and building control have been substantially complied with. |   |                          |
| Name (print)  |   | <input type="checkbox"/> |
|   | Director <input type="checkbox"/><br>Partner <input type="checkbox"/><br>Individual or sole trader <input type="checkbox"/><br>Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/><br>Person responsible on behalf of the statutory body <input type="checkbox"/><br>Authorised signatory for and on behalf of the registered provider/ intended registered provider <sup>1</sup> <input type="checkbox"/> | <input type="checkbox"/> |
| Signed  |   | <input type="checkbox"/> |
| Date  |   | <input type="checkbox"/> |
| Contact number (during office hours)  |   | <input type="checkbox"/> |

<sup>1</sup> A letter of authorisation notifying the Chief Inspector of the appointment of an authorised signatory must be sent by post in advance of the authorised signatory exercising signing authority. This letter must contain certain information which is set out in our Regulatory Notice which is available to download from our website [www.hiqa.ie](http://www.hiqa.ie). This is only applicable if the registered/intended registered provider is a company, partnership or an unincorporated body.

| Section 3. Confirmation from a properly and suitably competent person <i>(to be completed by the 'competent person')</i>   |  | For official use         |
|--|--|--------------------------|
| <p>I hereby confirm that, I _____</p> <p>consider myself a properly and suitably qualified person with experience in fire safety design and management, I meet the definition of a competent person. I further confirm that in respect of the premises (named on page 1); all statutory requirements relating to the fire safety and building control have been substantially complied with.</p> |  |                          |
| Date of my inspection(s) of the designated centre's premises   |  | <input type="checkbox"/> |
| Current membership of relevant professional body   |  | <input type="checkbox"/> |
| Name (print)   |  | <input type="checkbox"/> |
| Address  |  | <input type="checkbox"/> |
| Signature  |  | <input type="checkbox"/> |
| Date   |  | <input type="checkbox"/> |
| Contact number (during office hours)   |  | <input type="checkbox"/> |

## Appendix: Guidance on completion of written confirmation in respect of Fire Safety for an application made under the provisions of the Health Act 2007



To facilitate applicants and existing registered providers and where possible to ensure consistency and veracity of such information the Chief Inspector requires that signed confirmations are submitted stating that the centre is in Compliance with Statutory Requirements Relating to Fire Safety and Building Control.

### **The Health Act 2007, as amended states:**

*'48 (1) A person seeking to register or renew the registration of a designated centre under this Part shall make an application for its registration or renewal of registration to the chief inspector.*

*(2) The applicant shall include with the application*

- (a) the prescribed information about prescribed matters,*
- (b) any other information which the chief inspector reasonably requires the applicant to include.'*

### **Regulation 4(2)(b) of the Health Act 2007, registration regulations<sup>2</sup> states:**

*'In addition to the requirements set out in section 48(2) of the Act an application for the registration or the renewal of registration of a designated centre shall be accompanied by the following:*

- (b) a certificate in writing from a competent person verifying compliance with the special care unit's fire safety policy, such policy having regard to, but not being limited by, those matters outlined in Schedule 4 to these Regulations.*

The written confirmation should be signed by a person with qualifications as set out in the Building Control Act 2007, the Multi-Unit Developments Act 2011, and regulations there under. They are:

- (a) Architects that are on the register maintained by the RIAI under Part 3 of the Building Control Act 2007; or
- (b) Building Surveyors that are on the register maintained by the SCSi under Part 5 of the Building Control Act 2007; or
- (c) Chartered Engineers on the register maintained by Engineers Ireland under section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969.

These are presently the only acceptable qualifications for persons for signing on overall compliance with building regulations. Other persons may provide certification/compliance details for services and equipment that support the overall compliance of the building. Registered professionals who are suitably qualified will be registered on one of the following registers:

- Engineer: <http://www.engineersireland.ie/membership/search-members.aspx>
- Architect: [http://www.riai.ie/register/the\\_register\\_of\\_architects/](http://www.riai.ie/register/the_register_of_architects/)

<sup>2</sup> The Health Act 2007 (Registration of designated centres – Special Care Units) Regulations 2017

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- Building Surveyor: [http://registrationbody.scs.ie/public\\_register/building\\_surveyors](http://registrationbody.scs.ie/public_register/building_surveyors)

In completing the form, please ensure the following;

- All sections must be completed
- If you are using this form the original template with original signatures must be submitted without any amendments or additions.
- Any relevant opinions on compliance as provided by professional bodies such as RIAI or Engineers Ireland approved formats can be appended to the form for submission.

If you require any clarification please contact the registration office on 021 240 9340 or email [registration@hiqa.ie](mailto:registration@hiqa.ie)

The form should be posted to:

Registration Office  
Regulatory Support Services  
Health Information and Quality Authority  
Unit 1301, City Gate  
Mahon, Cork  
T12 Y2XT

Telephone no: (021) 240 9340

Email: [registration@hiqa.ie](mailto:registration@hiqa.ie)