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| Building Control Acts: Appeal Form |
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Type of appeal

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|  | **1.** | **Type of appeal**Please tick (✓) the box which applies to what decision you want to appeal |  |
|  |  |  |  |  |  |  |
|  |  |[ ]  Fire safety certificate |[ ]  Dispensation |  |
|  |  |[ ]  Revised fire safety certificate |[ ]  Disability access certificate |  |
|  |  |[ ]  Regularisation  |[ ]  Revised disability access certificate |  |
|  |  |[ ]  Relaxation |  |  |  |
|  |  |  |  |

Your details

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|  | **2.** | **Appellant’s details (person making the appeal)**Your full details: |  |
|  |  | **(a)** | Name | Click or tap here to enter text. |  |
|  |  |  |  |  |  |
|  |  | **(b)** | Address  | Click or tap here to enter text. |  |
|  |  |  |  |  |  |

Agent’s details

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|  | **3.** | **Agent’s details (if applicable)**If an agent is making your appeal, please provide their details below. If you are not using an agent, please write “Not applicable” below. |  |
|  |  | **(a)** | Agent’s name | Click or tap here to enter text. |  |
|  |  |  |  |  |  |
|  |  | **(b)** | Agent’s address | Click or tap here to enter text. |  |
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Postal address for letters

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|  | **4.** | During the appeal we will post information and items to you or to your agent. For this appeal, who should we write to? (Please tick ✓ one box only) |  |
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|  |  | **You (the appellant) at the address in Part 2** |[ ]   | **The agent at the address in Part 3** |[ ]   |  |
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Details about the decision you want to appeal

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|  | **5.** | Please provide details about the building control authority decision you wish to appeal. If you want, you can include a copy of the building control authority’s decision as the appeal details. |  |
|  | **(a)** | **Building control authority**(for example: Ballytown City Council) |  |
|  |  | Click or tap here to enter text. |  |
|  |  |  |  |
|  | **(b)** | **Building control authority register reference number** (for example: FSC18/0123) |  |
|  |  | Click or tap here to enter text. |  |
|  |  |  |  |
|  | **(c)** | **Location** (for example: 1 Main Street, Baile Fearainn, Co Ballytown) |  |
|  |  | Click or tap here to enter text. |  |
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Appeal details

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|  | 6. | Please describe the grounds of your appeal. You can type or write them in the space below or you can attach them separately. |  |
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Supporting materials

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|  | **7.** | If you wish you can include supporting materials with your appeal. Supporting materials include:* photographs,
* plans,
* surveys,
* drawings,
* digital videos or DVDs,
* technical guidance, or
* other supporting materials.
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Fee

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|  | 8. | You **must** make sure that the correct [fee](http://www.pleanala.ie/about/Fees/index.htm) of €500 is included with your appeal.  |  |
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