



Comhairle Contae  
Átha Cliath Theas

South Dublin  
County Council

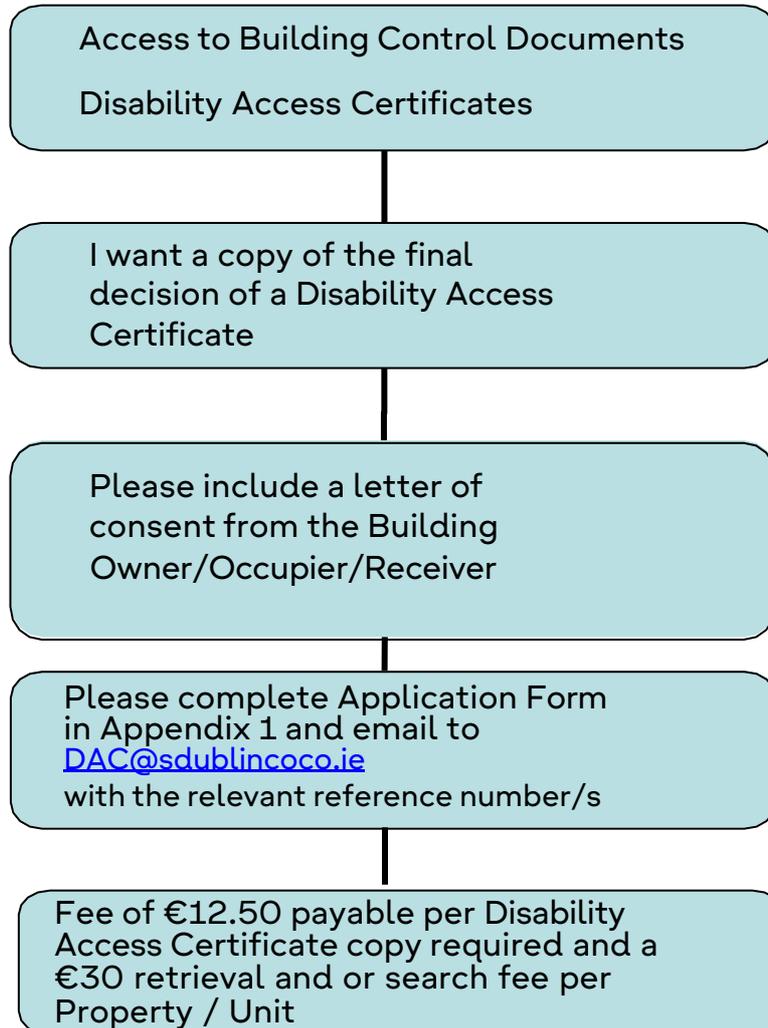
+353 1 414 9000  
info@sdublincoco.ie  
sdcc.ie

**Pleanála agus Iompair**  
**Planning & Transport**

South Dublin County Council  
Public Access to Building Control Documents  
(Disability Access Certificates (DAC))

## What do you want to do?

Below is a step by step guide to ensure you are following the correct procedure;



**The General Public:** To view a copy of the DACs held on the building control register held by local authority, they are available for public inspection, by contacting the local Building Control Authority at [DAC@sdublincoco.ie](mailto:DAC@sdublincoco.ie) to book an appointment.

Appendix 1

APPLICATION FOR VIEWING AND COPYING OF  
BUILDING CONTROL DOCUMENTS

*(Not required to be completed if a copy of the final decision of a Disability Access Certificate is only required)*

To: Senior Executive Officer,  
South Dublin County Council,  
County Hall,  
Belgard Square,  
Tallaght,  
Dublin 24, D24 AX3C

I, \_\_\_\_\_ of \_\_\_\_\_  
(NAME OF PERSON) (COMPANY & ADDRESS)

Telephone no: \_\_\_\_\_ Email Address: \_\_\_\_\_

wish to obtain from South Dublin County Council (upon providing written consent from the person whose Premises the request relates (e.g. Owner/Occupier/Receiver) and payment by me of the appropriate fee), the following material:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(BRIEFLY DESCRIBE THE MATERIAL BEING REQUESTED)

Which formed part of the Disability Access Certificate application/decision

Reference No. in Register: \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

Name of Applicant: \_\_\_\_\_

I hereby declare that the material is required for the sole purpose of enabling the material to be inspected at another time or place or otherwise facilitate the exercise of the right of public inspection and that no other use will be made of the material without the licence of the copyright holder in accordance with Section 74 of the Copyright and Related Rights Act, 2000. I also declare that I will not take photographs of any material contained within files.

Signed: \_\_\_\_\_  
(SIGNATURE OF THE PERSON)

Fee: € \_\_\_\_\_

Date: \_\_\_\_\_

South Dublin County Council hereby grants access as requested and stamps all relevant documents with a stamp indicating the documents are for inspection purposes only and that no other use can be made of the material without the licence of the copyright holder.

Stamp of South Dublin  
County Council

Signed: \_\_\_\_\_  
(SIGNED ON BEHALF OF SOUTH DUBLIN COUNTY COUNCIL)

Date: \_\_\_\_\_