

# Health Information and Quality Authority

## Confirmation of planning compliance<sup>1</sup>

*Compliance with the Planning and Development Acts and any building bye – laws that may be in force*



### Section 1. Designated centre details.

Centre name:

Centre ID (OSV):

Centre address:

Please select the associated application type:

- ☐ Application to Register
- ☐ Application to Renew
- ☐ Application to Vary or Remove

**You must complete either Section A or Section B:**

*Please do not complete both sections of the form.*

**Section A: Confirmation of planning compliance**

Please complete page 2 and page 3.

**Section B: No structural change since the previous application**

Please complete page 4.

<sup>1</sup> Please note guidance on this legislative requirement has been attached to this form as an appendix (page 5 and page 6).

## Section A: Confirmation of planning compliance<sup>2</sup>

I hereby confirm that I have engaged a properly and suitably qualified person to provide confirmation (on page 3) that all statutory requirements relating to the Planning and Development Acts and any building bye-laws that may be in force have been substantially complied with.

|  |  |
|--|--|
| Name (print):                            |  |
| Position:                                | <div>Director <input type="checkbox"/></div> <div>Partner <input type="checkbox"/></div> <div>Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/></div> <div>Individual/sole trader <input type="checkbox"/></div> <div>Authorised signatory for and on behalf of the registered provider/intended registered provider<sup>3</sup> <input type="checkbox"/></div> |
| Signed:                                  |  |
| Date:                                    |  |
| Contact number:<br>(during office hours) |  |

<sup>2</sup> Please ensure page 3 is completed if you have completed page 2.

<sup>3</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.

**CONFIRMATION FROM A PROPERLY AND SUITABLY COMPETENT PERSON.***(to be completed by the 'competent person')*

I hereby confirm that, I \_\_\_\_\_  
consider myself a properly and suitably qualified person with experience in planning and construction and that 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 Planning and Development Acts and any building bye-laws that may be in force have been substantially complied with.

Date of my inspection(s) of the  
designated centre's premises:

Current membership of relevant  
professional body:

Name (print):

Address:

Signature:

Date:

Contact number:  
(during office hours)

| Section B: There has been no change since the previous application   |  |
|--|--|
| I hereby confirm that the centre has not since the date of grant of last registration undergone any works that required planning permission or building control approvals. |  |
| Name (print):  |  |
| Position:  | <div>Director <input type="checkbox"/></div> <div>Partner <input type="checkbox"/></div> <div>Member of the committee of management or other controlling authority of the unincorporated body <input type="checkbox"/></div> <div>Individual/sole trader <input type="checkbox"/></div> <div>Authorised signatory for and on behalf of the registered provider/intended registered provider<sup>3</sup> <input type="checkbox"/></div> |
| Signed:  |  |
| Date:  |  |
| Contact number:<br>(during office hours)   |  |

<sup>3</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.

**Appendix: Guidance on completion of standard declarations in respect of Planning and Building Regulation compliance for an application for registration or renewal of registration as a designated centre under the provisions of the Health Act 2007.**



To facilitate new providers and registered providers and where possible to ensure consistency and veracity of such information the Chief Inspector requires that a signed declaration is submitted stating that the centre is in compliance with the Planning and Development Acts and any building bye-laws that may be in force.

**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 5(3)(c) of the Health Act 2007, registration regulations<sup>4</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:*

*(c) Evidence that the designated centre complies with the Planning and Development Acts and any building byelaws that may be in force.'*

This form has explanatory notes to assist with completion and submission. Supporting documentation relevant to the declaration can be attached as necessary.

**Completion of the planning and building regulation declaration**

The purpose of this form is to satisfy the Chief Inspector that you as a new or registered provider are in compliance with the registration regulations for registration or for renewal of your registration. You should, if necessary, engage a properly and suitably qualified person to ensure that your premises is in compliance with planning permissions and building regulations relevant to it and is suitable therefore for registration or renewal of registration as a designated centre. Such a person should be a member of a recognised professional body, institute or society. In your own interest, you should seek proof of such membership and them having in place relevant professional indemnity insurances.

<sup>4</sup> The Health Act 2007 (Registration of designated centres for persons (Children and Adults) with Disabilities) Regulations 2013

**Appendix: Guidance on completion of standard declarations in respect of Planning and Building Regulation compliance for an application for registration or renewal of registration as a designated centre under the provisions of the Health Act 2007.**



In completing the form, please ensure the following;

- If, since your last registration your centre has undergone any works that required planning permission or building control approvals or you are applying to register for the first time, please complete **Section A** only.
- If you are completing an application to renew registration and your premises has not, since the date of grant of last registration by the Chief Inspector, undergone any works that required planning permission or building control approvals that you have already submitted a declaration for, please complete **Section B** only.
- 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)