

# Possible Format for the layout of a DAC application



## D W E L L I N G   U N I T S (Flats & Apartments) - Part M 2010 -

This document should only be used with the clear understanding of the following:

- The aim of this document is to illustrate one possible **format** for the **layout** of a DAC application to Part M 2010. Other formats such as that produced by the Local Government Management Service Board (LGMSB) are available online.
- The information provided under the 'Particular Information' headings is provided to illustrate how the information might be presented.

\*\*\*\* **DON'T edit the Template sections.** \*\*\*\*

*(the TGD M references & "general information" headings)*

The **GREY** "particular information" sections & tables is where you should enter all of the application specific information.

If you edit the template sections, this usually causes problems of either -  
Unintended caveats or errors by omission.

**As Revised:**      **2<sup>nd</sup> published draft, November 2023**  
**Recent changes highlighted in BLUE – Rev 2 - Nov 2023**

## Notes on the composition & layout of this possible format

- (a) **Reference to Disabilities** Part M deals with access & use for all people, including the able-bodied. As such, the document avoids reference to disabled people.
- (b) **Items 0.4 to 0.8** Applicants should be aware that a DAC application is likely to be the first time that the officer assessing the application has seen the project.  
In conjunction with the drawings, the information provided in items 0.4 to 0.8 must contain sufficient detail to adequately describe the works and to explain how the building will operate.
- (c) **Particular Information Headings** Under each heading a statement of compliance with the relevant sections and paragraphs of TGD M2010 are provided. Thereafter, a clear description of what is actually being proposed is provided under the 'Particular Information' headings.  
For example:
- Where are the accessible approach routes? [describe each]
  - Which entrances are the accessible entrances?
  - Which internal stairs are the accessible stairs?
  - Which doors won't have vision panels? [provide reasons]
- (d) **Deviations from TGD M** If elements of the works are not accessible to all people or deviate from the guidance given in TGD M2010, they must be clearly identified and justified. Compensating features should be proposed, as necessary.
- (e) **Section 2 References** - For existing buildings, the format used is to state that all works will comply with Section 1 of TGD M2010 & only refer to Section 2 for the individual items where it's not practicable to meet the guidance given in Section 1.  
Where direct reference is made to Section 2 in the 1<sup>st</sup> instance, this generally does not provide the assessing officer with sufficient information to:
- determine what won't comply with the section 1 guidance, or
  - assess the 'Practicability' of compliance with the section 1 guidance.
- (f) **WILL vrs Should** As a DAC is a proposed design, the report is written in terms of what will be done rather than what should be done.
- (g) **"Not Applicable"** – where this phrase is used, clarification/explanation should be provided as it is not always clear to the officer assessing the DAC why is it N/A.
- (h) **Drawings** - It is not possible to fully describe the proposed works in the report only. The drawings accompanying the application must be sufficiently detailed and annotated. Some suggestions are provided at the end of this document.

### \*\*\* Ground floor Plans \*\*\*

*These **MUST** include details of the external features around the building otherwise the Access Routes can't be assessed properly. This should include all footpaths, ramps, steps, landings, parking places etc to a reasonable distance out from the building.*

*Preferably this should be at a scale of not greater than 1:100*

## **0.1 Introduction**

This report is submitted together with the drawings listed below in support of an application for a Disability Access Certificate as required under the Building Control Regulations. This application demonstrates that the proposed works, if built in accordance with the drawings and design details submitted, will comply with Part M of the second schedule to the Building Regulations as revised in 2010.

## **0.2 Notes on dimensions and wording of report**

- a) All widths and other dimensions referred to within this report or indicated on the drawings are to be taken as meaning the clear unobstructed measurement of the finished works as set out in TGD M2010.

For example, a reference to the opening width of a door is to be taken as meaning the effective clear width as defined in diagram 10 of TGD M2010.

- b) Any reference to a Paragraph of TGD M2010 or other specified reference document is to be taken as including all sub paragraphs.

## **0.3 Basis of Compliance**

Throughout this report, achievement of compliance with Part M of the Building Regulations is demonstrated by reference to Technical Guidance Document M 2010 – referred to in this report as TGD M2010

Reference may also be made to the following documents:

- Building For Everyone by the National Disability Authority (NDA)
- [BS 8300](#)

## **0.4 Scope of the Application**

This development consists of the construction of a new two storey building. The ground floor consists of a supermarket and 1 apartment. The first floor consists of 3 apartments. A car park area is provided at the rear of the supermarket.

## **0.5 Outline description of the proposed works**

### **0.5.1 Outline of works to the building.**

This is a new 2 storey building which will be constructed on a vacant site adjacent to the public street.

### **0.5.2 Outline of works to the building environs and external facilities.**

The supermarket is located off the main street which is in public ownership and is not under the control of the supermarket owners.

A carpark for the supermarket is being constructed to the rear of the building.

On the Eastern side of the building (Bank Street) the building is recessed back from the public foot path by 3m to provide a garden area for apartment 1. Apartment 2 above, is accessed via its own private external stairs. No onsite parking is provided for these two apartments.

A separated private parking area with space for 3 cars is to be provided for apartments 3 and 4. The apartments can also be accessed from the supermarket car park

## **0.6 Identification of inspection, repair and maintenance areas.**

The areas of the building outlined below, are to be used solely to enable inspection, repair or maintenance of the building. In accordance with paragraph 0.6(d) they are not required to comply with the guidance given in TGD M2010.

- The Supermarket Electricity Substation Room (externally accessed only)

## **0.7 Concept for approach to the building & external circulation**

Access Routes A to C provide access to the supermarket.

Access Routes D to F provide access to the apartments.

Access to the supermarket is provided by access routes from both the car parking area to the rear of the building and from the main street at the front of the building. A staff entrance is provided from Bank Street on the eastern side of the building. All routes are level or gently sloping.

Apartments 1 & 2 are accessed off the public street on Bank Street.

Apartment 2 which is above apartment 1, is accessed by its own external stairway (stair 1).

Apartments 3 and 4 can be accessed from the footpaths within the supermarket car park and also from the separate private parking area.

## 0.8 Concept for internal circulation and operation of the building

Within the shop unit there is open circulation with no changes in level. There is a small office area for staff only as well as a customer WC.

The 1<sup>st</sup> floor area consists of 3 apartments only. All apartments have an entry level of less than 4500mm above the main entrance level and as such no lift is provided.

Apartments 3 and 4 on the 1<sup>st</sup> floor are accessed via entrance ED04. The entrance hall and stairway (Stair 2) are common areas and will be in accordance with Section 1 of Technical Guidance Document M 2010.

There are no changes of level within any of the apartments except for the steps up to bedroom 3 in apartment No.4

## 0.9 Identification of Dwelling Areas.

The areas within the dwelling units themselves and the other areas listed here will be in accordance with Section 3 of this report. All other areas will be in accordance with Section 1 of this report.

Areas assessed under Section 3

- Areas within the dwellings units themselves.
- Access routes to apartments 1 & 2, including the external stairway leading to apartment 2

## Section 1

Areas designed in accordance with Section 1 of TGD M  
Including

- Non-Dwellings areas
- Shared communal areas

### Mixed Use Buildings and Apartment Buildings with Common areas

For mixed use buildings and apartment buildings containing common areas, you should combine this document with our other example document -

"Possible DAC Format M2010"

That document gives examples of references to Section 1 of TGD M and is available on the Fire & Building Control pages of the Corkcoco.ie website under 'Forms & Publications'

For reasons of clarity, this document only includes examples of References to Section 3 of TGD M (flats and apartments)

In the case of this example building what should be designed in accordance with Section 1 of TGD M 2010 would include -

- The whole supermarket area
- The common (shared) stairwell leading to apartments 3 & 4

### Please Note

There is **NO** section 2 in this example document as the format adopted is that reference to Section 2 should not be made in the 1<sup>st</sup> instance.

- See Note (e) on page 2 of this document.

## **Section 3 – Dwelling Units**

## Section 3.1 Approach to Dwelling Units.

The provision and design of access routes to the dwelling units will be in accordance with Section 3.1 of Technical Guidance Document M 2010.

### 3.1.2 Access Routes to Dwelling Units: General Information:

- (a) The gradient of all access routes shall be as shallow as practicable.
- (b) Access routes shall have a clear unobstructed width of at least 900mm.
- (c) Where an access route forms part of an onsite driveway, the driveway shall be at least 3600mm wide.
- (d) A raised kerb at least 100mm high shall be provided to all open sides of the access routes where the ground is not graded to the approach. Where this raised kerb is likely to pose a trip hazard, adequate guarding shall be provided.
- (e) Small items (e.g., bollards or signposts) can be difficult to identify on scaled drawings. All access routes and circulation routes around the building will be free from hazards and obstructions and will be in accordance with TGD M2010, except where clearly highlighted and labelled on the drawings and listed here:
  - No exemptions.

### 3.1.3 Identification and Description of Access Routes to Dwelling Units

The following routes, which are clearly identified and annotated on the drawings, will be the access routes to the dwellings.

#### Access Route D – (Approach)

New access route from Bank Street to Apartment 1.

		Comment	Identification
Max level difference	80 mm		
Minimum Width	1000 mm		
Maximum Gradient	1:20	1 gently sloping flight	
Steps on route?	No		

- The gate at the boundary will have a clear opening of at least 900mm.
- It is not proposed to install any entry control system at this gate.



### Access Route E - (Approach)

New access route from Bank Street leading to Apartment 2

		Comment	Identification
Max level difference	3.2 m		
Minimum Width	900 mm		
Maximum Gradient	1:50	Level	-
Steps on route?	Yes	Max flight = 1.6m	Stair 1

- The external stairway will be constructed of 2 flights of 1.6m rise each.
- For Stair 1, the Rise will be between 100-150mm and the going will be at least 280mm
- The stairs are 1.1m wide giving a clear width of 900mm between handrails.
- As the entrance door to Apartment 2 opens outwards, the length of the landing at the top of the stairs is increased so that the landing is at least 900mm long clear of the swing of the door.

### Access Route F

This route provides access to the common entrance to apartments 3 & 4. This route is assessed under Section 1 of this report

## Section 3.2 Access to Dwelling Units

The provision and design of access to the dwelling units will be in accordance with Section 3.2 of TGD M2010.

### 3.2.1 Access into Dwelling Units – General Information

- (a) The main entrance is the entrance a visitor not familiar with the dwelling would normally expect to approach.
- (b) The main entrance into all dwelling units will be an accessible entrance except where specifically [identified here](#):

- [None. The main entrance of all dwelling units is an accessible entrance.](#)

### 3.2.2 Dwelling Accessible Entrances – Particular Information

Identification of the Accessible Entrance to [each](#) Dwelling Unit.

Dwelling Unit ID	Accessible Entrance ID	Is this the main entrance	Minimum Effective clear opening width	Minimum <a href="#">Clear</a> Landing Size (mm)	Level Entry max threshold 15mm
Apartment 1	<a href="#">Ent01</a>	Yes	800mm	1200 x 1900	Yes
Apartment 2	<a href="#">Ent02</a>	Yes	800mm	1200 x 1200	Yes
Apartments 3 to 4	<a href="#">Ent 03 to 04</a>	Yes	800mm	1200 x 1200	Yes

- The door to Apartment 1 opens outwards. As such the landing size has been increased to ensure that the opening swing of the door does not obstruct the required clear landing space.
- [Ent-03](#) and 04 provide access to apartments 3 & 4 from the common hallway leading to apartments 3 & 4. The outer door (ED04) leading to this hallway is assessed under section 1

## Section 3.3 Circulation within Dwelling Units.

Circulation within the dwelling units will be in accordance with Section 3.3 of TGD M2010.

- (a) Horizontal features will be in accordance with paragraph 3.3.2.1 of TGD M2010.
- (b) Vertical features will be in accordance with paragraph 3.3.2.2 of TGD M2010.

### 3.3.1 Circulation within Dwelling Units - General Information

Within each dwelling unit there will be no stepped or sloped changes of level within a storey except where specifically identified in the table below.

(Note: Storey height changes are addressed elsewhere in this report)

Dwelling unit ID	Identification of change in level	Comment
Apartment 4	2 steps leading to bedroom 3	2 steps leading up to the third bedroom

### 3.3.2 Internal doors within Dwelling Units - Particular information

- (a) Doors to accessible areas will be in accordance with Table 4 and Diagram 33 of TGD M 2010. They will have an effective clear width of at least 800mm.

This may be reduced to 775mm where the minimum unobstructed corridor width is at least 1050mm (or 900mm if approached head on)

The clear width of the following doors will comply with Table 4 as set out above:

- i. Doors to the Accessible WC
- ii. Doors to habitable rooms in the entrance storey
- iii. Doors to habitable rooms in the storey containing the main living room, if there is no habitable room in the entrance storey.

- (b) Doors to rooms other than those set out above, and which are accessed only via steps will have an effective clear width of at least 750mm.

- In apartment 1, as the corridors is less than 1050mm, the door to the WC and the habitable rooms (the living rooms and bedrooms) will be at least 800mm.

**3.3.2.1 Corridors & passageways in Dwelling Units - Particular Information**

- (a) Radiators will not be placed opposite doors unless the remaining clear unobstructed width of the corridor is at least 900mm.
- (b) Opposite doors, the corridor will have a clear unobstructed width of at least 900mm wide over a zone of 1200mm long as set out in Diagram 33 of Technical Guidance Document M 2010.

**3.3.2.2 Internal stairs in Dwelling Units - Particular Information**

The following internal steps and stairways will be accessible and will be in accordance with paragraph 3.3.2.2 of Technical Guidance Document M 2010.

Accessible stairs	New, existing or upgraded	Minimum clear width between handrails	Handrails to both sides	Rise (mm)	Going (mm)	Max flight rise
None						

- (a) The design of all handrails to accessible stairs in dwellings will be in accordance with paragraph 3.3.2.2 (g) of TGD M2010 unless specifically noted here.

- No exemptions

- Stairway 1 is an external stairway and is addressed earlier in this report.
- Within apartment No. 4 there are 2 steps leading up to the third bedroom. This 3<sup>rd</sup> bedroom is above the deliveries area of the supermarket and had to be raised 300mm in order to achieve the required clearance height for lorries. These steps will be in accordance with Part K. This stepped change in level is considered acceptable in this instance as the apartment entrance and all other rooms including the WC, the kitchen and the main living room are all at the same level.

## Section 3.4 Sanitary Facilities in Dwelling Units.

The design and provision of Sanitary Facilities to the dwelling units will be in accordance with Section 3.4 of TGD M2010.

- (a) The design and provision of Accessible WC facilities will be in accordance with Paragraph 3.4.2 and Diagram 34 of Technical Guidance Document M 2010.
- (b) The design and provision of WC facilities in **small** dwellings will be in accordance with Paragraph 3.4.3 and Diagram 35 of Technical Guidance Document M 2010.
- (c) The effective clear width of the doors to the accessible WC will be in accordance with Table 4 & Diagrams 33 to 35 of TGD M 2010.

### 3.4.2 Accessible WC in Dwelling Units – Particular Information

- (a) All dwellings will be provided with an accessible WC in accordance with Diagram 34 of TGD M 2010, except where they are identified below as small dwellings,
  - (b) A clear space of 750mm by 1200mm, accessible by people using wheelchairs will be available adjacent to the WC to facilitate sideways transfer to the WC.
  - (c) The size and layout of the WC will be such that the door can be closed with a wheelchair inside.
- The WC located in the ground floor of apartment No 1 is provided within a bathroom. The shower will be provided with a level deck so that the required manoeuvring space is available adjacent to the WC.
  - The doors to the WC will have an effective clear width of at least 800mm.

### 3.4.3 Accessible WC in **small** dwelling units – Particular Information

The dwelling units set out below, are small dwellings with a floor area less than 45m<sup>2</sup> on the storey containing the WC. These dwellings will have an accessible WC in accordance with Diagram 35 of TGD M 2010.

Dwelling unit ID	Floor area of storey containing the WC	Comments
Apartment 2	39 m <sup>2</sup>	Within Bathroom
Apartment 3	41 m <sup>2</sup>	Separate WC cubicle

- Apartment 3 has two WCs. The WC adjacent to the living room is the accessible WC.

## **Section 3.5 - Switches and Sockets in Dwelling Units**














The design and location of switches and socket outlets in the dwelling units will be in accordance with paragraph 3.5.2 of Technical Guidance Document M 2010.

- (a) Electric light switches in accessible areas will be located at a height between 900mm and 1200mm above floor level.
- (b) Equipment intended to assist in gaining entry such as doorbells and intercoms will be located at a height between 900mm and 1200mm above floor level.
- (c) Where they serve more than one dwelling, communication devices intended to assist in gaining entry such as intercoms and entry phones will be in accordance with Section 1 of Technical Guidance Document M 2010. They will be suitable for use by people with disabilities including those with hearing or vision impairments.

### **3.5.2 Switches and sockets in Dwelling Units – Particular Information**

- An entry phone system is provided outside ED04 for visitors to gain entry into the common entrance hall for apartments 3 & 4. This is addressed under Section 1 of this report.

### Symbols for Dwelling Areas (section 3)

	Access Point on Site Boundary
	Site Boundary
	Access Route A
	Access Route B
	Access Route C
	Accessible Entrance to Dwelling - level threshold
	Accessible Entrance to Dwelling - Stepped Threshold
	1200 x 1200 Clear level landing
	750 x 1200 Clear Space
	Ground or floor level
	Access Control Panel
	Audible Aid/ Induction loop
	Tactile paving
<b>DK</b>	Dished Kerb
<b>OB</b> →	Obstruction on Access Route

#### *Suggested Notes to be provided on drawings.*

- All widths and other dimensions are the clear unobstructed measurement of the finished works as set out in TGD M2010
- Within the sanitary facilities the exact position of all features (e.g. grabrails, sinks, alarms etc) will be in accordance with the relevant diagrams of TGD M2010 unless specifically highlighted on the drawings and in the report.
- All access routes will be free from obstructions and hazards unless clearly labelled on the drawings and highlighted in the report.