# **Commencement Notices**

In accordance with the Building Control (Amendment) Regulations (S.I. 9) of 2014, from March 1, 2014, new Commencement Notices procedures apply.

A Commencement Notice must be received by the Building Control Authority not less than 14 days and not more than 28 days before work commences.

### **Requirements for Completion of Commencement Notices**

Commencement Notices are required for the following:

* The erection of a building
* A material alteration of a building
* A material change of use of a building
* Works in connection with the material alteration (excluding minor works) of a shop, office or industrial building where a Fire Safety Certificate is not required
* Works or a change of use which requires neither planning permission, nor a Fire Safety Certificate

Additional documentation will be required to be submitted with the completed Commencement Notice for the following:

* The design and construction of a new dwelling
* Extension to a dwelling involving a total floor area greater than 40 square metres
* Works to which Part III applies S.I. No. 496 of 1997 as amended

For all other works not included in the above, only the completed Commencement Notice is required to be signed and submitted or filed electronically on the [National BCMS](https://www.localgov.ie/en/bcms).

There are now three different procedures for submitting a commencement notice. These are set out below. You should carefully consider each in order to ascertain which procedure is the correct one for your development.

* Commencement Notice without Documentation - This may be submitted for the following categories of development:
	+ Material alteration of Shops, Offices and Industrial Units (provided that a Fire Safety Certificate is not required)
	+ An extension to a dwelling involving a floor area of less than 40sq meters.
* Commencement Notice with Documentation – This may be submitted for the following categories of development:
	+ Design and construction of a new dwelling
	+ Extension to a dwelling involving a total floor area in excess of 40sq Meters.
	+ Works to which a Fire Safety Certificate Apply.
* Commencement Notice with Documentation ‘Opt Out Process’ – Owners of new single dwellings and domestic extensions are permitted to opt out of the requirement to obtain statutory certificates. If the opt out option is taken there will be no requirement to have the single dwelling/extension designed, inspected and certified by a registered construction professional. The Commencement Notice must then be accompanied by:
	+ Plans, Calculations, Specifications and Particulars necessary to outline how proposed works or building will comply with requirements
	+ A notice of Assignment of Builder
	+ A Declaration of Intention to Opt Out of Statutory Certification
	+ The Appropriate Fee

**Seven Day Notice**

Where it is intended to avail of the 7 Day Notice application (works which require a Fire Safety Certificate) the application must also be accompanied by the documentation listed above in addition to a statutory declaration and a valid application for a Fire Safety Certificate.

**Downloadable Forms**

Seven Day Notice Form (All Forms) – PDF Here

Commencement Notice Form – PDF Here

Certificate of Compliance on Completion – PDF Here

Declaration of Intention to Opt Out of Statutory Certification – PDF Here

Form of Certificate of Compliance (Design) – PDF Here

Notice of Assignment of Assigned Certifier – PDF Here

Undertaking by Assigned Certifier – PDF Here

Notification of Assignment of Builder – PDF Here

Undertaking by Builder – PDF Here