

Second Schedule
Form of Commencement Notice for Development

(Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations, 1997 to 2009)

Building Control Authority: _____

OFFICE USE ONLY

Date received: _____
Register Ref: _____
Entered on: _____
Entered by: _____
Fee Received: _____

1.

I, the undersigned, hereby give notice/give notice on behalf of the person(s) named below*, to the above Building Control Authority (in accordance with Part II of the Building Control Regulations) that I/the persons named below* intend to carry out the development as described below. (* Cross out whichever is inappropriate)

Signature: _____ Date: _____ Tel: _____ Fax: _____

Name of person(s): _____ Email: _____

Address: _____

Commencement date (of works): _____ Fee payable (€): _____

2a. PROJECT PARTICULARS: (In addition, for Residential Developments, please complete Section 2b below)

Description of proposed development:

Planning permission no.: _____ Date of grant: _____ Date of expiry: _____

Fire Safety Certificate Number (if applicable): _____

Disability Access Certificate Number (if applicable): _____

Location of development: _____

2b. Residential Development Information:

Total number of dwelling units (all phases*): _____ Total no of phases*: _____

Phase for this commencement notice: _____ No. of units for this phase/commencement notice**: _____

Commencement date for this phase: _____ (Proposed) end-date for this phase: _____

* where applicable, i.e. phasing not relevant for single houses. ** include single house figure here also.

3. Builder:

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

4. Building Owner Details: (if different from Section 1 above)

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

5. Building Designer Details:

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

6. Information: Person(s) from whom such plans, documents and any other information, as are necessary to show that the building or works will, if built in accordance with design, comply with the requirements of the Building Regulations, may be obtained.

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

7. Drainage System Foundations: Person(s) from whom notifications of the pouring of any foundations and/or the covering up of any drainage systems may be obtained

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

COMMENCEMENT NOTICE

Notice of Commencement under Part II of the Building Control Regulations 1997

Address for submission of Commencement Notices

Donegal County Council

Building Control Unit
Letterkenny P.S.C
Neil T. Blaney Road
Letterkenny
Co. Donegal
Tel (074) 94200
Fax (074) 94394

Comhairle Chontae Dhún na nGall

An Rannóg Rialaithe Tógála
Ionad Seirbhísí Pobail
Leitir Ceannain
Co. Dhún na nGall.

Teileafon : (074) 94200

Fax : (074) 94394

Commencement Notices may also be submitted to any of the Council's new offices at:
Malin Road, Carndonagh,
Main Street Milford,
Gweedore Road, Dungloe,
or to our Lifford Office.

Notification

NOT less than **FOURTEEN** days and not more than **TWENTY-EIGHT** days before the commencement of the works or the material change of use.

Fees refer to individual buildings.

FEES

Single Dwelling	€30
Where more than one building is involved and where no Fire Safety Cert. is required	€30 per building
Maximum Fee	€3800

N.B. A separate fee of €30 is required for detached garages over 25m².

HOW TO COMPLETE COMMENCEMENT NOTICE FORM

- | <u>Section</u> | <u>Information Required</u> |
|------------------------|---|
| 1 | Sign and date
Contact telephone number
Name of applicant
Address of applicant (<i>where receipt will issue to</i>)
Commencement Date (<i>Must be 14 - 28 days from date of receipt in any office of Donegal County Council</i>)
Attach fee (€30 per building/house/block of apartments, €30 for detached garage exceeding 25sq m, €30 for extension, €30 for change of use) |
| 2 a | Description of Development e.g. new house, house and garage, extension, etc
Planning Permission Number/Planning Register Number
<u>Date of Final Grant of Planning Permission (on Yellow Copy)</u>
Date of Expiry of Planning Permission (Check under Duration of Permission towards end of Planning Permission Documents)
Fire Safety Certificate Number (<i>If required</i>)
<i>Disability Access Certificate Number (if applicable)</i>
Location of Development/Address of Development |
| b | <i>Must be completed in the case of all multiple residential developments</i>
Total Number of Dwelling Units (all phases)
Total no of phases
Phase for this commencement notice
No of units for this phase/this commencement notice
Commencement date for this phase
Proposed end-date for this phase |
| 3 | Builder Name & Address (<i>sufficient to enter Self Build/Direct Labour if this is the case</i>) |
| 4 | This section only needs to be completed if the owner is not the person who submitted the commencement notice |
| 5 | Name & Address of Architect/Agent who prepared the plans |
| 6 | Name & Address of someone that we can get a copy of the plans for the development from if required – may be applicant/architect |
| 7 | Name & Address of someone that will be present at the pouring of foundations/laying of drainage systems (Can be Architect/Engineer who is overseeing the project) |
| Post to
Letterkenny | Building Control, Public Services Centre, Neil T Blaney Road, |
| or | Carndonagh Public Services Centre, Malin Road, Carndonagh
Donegal Public Services Centre, Drumlonagher, Donegal Town
Dungloe Public Services Centre, Gweedore Road, Dungloe
Milford Public Service Centre, Main Street, Milford |

Donegal County Council, County House, Lifford

Phone Queries 074 91 94283