

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 Date of Final Grant of Planning Permission (on Yellow Copy) 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>). Disability Access Certificate Number (<i>If required</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 or	Building Control, Public Services Centre, Neil T Blaney Road, Letterkenny 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 (Building Control Section)