

FORM OF 7 DAY NOTICE

BUILDING CONTROL ACTS 1990 AND 2007

7 DAY NOTICE

Building Control Authority:

Donegal County Council

OFFICIAL USE

Date Received: _____

Register Ref: _____

Entered on: _____

Entered by: _____

Fee Received: _____

1. I, the undersigned, hereby give 7 days notice in advance of commencement of work on behalf of the person(s) named below **(at question 4)* to the above Building Control Authority (in accordance with Part III A of the Building Control Regulations 1997 to 2009) that I / the person(s) named below **(at question 4)* intend to carry out the development as described below.

*(*Delete whichever is inappropriate)*

Signature: _____ Date: _____

Tel: _____ Fax: _____

Name of Person(s): _____ Email: _____

Address: _____

Commencement date of works: _____ Fee payable: _____

2. Project Particulars:

Description of proposed development: _____

Planning Permission No. _____ Date Granted: _____ Date of expiry: _____

Valid Fire Safety Certificate applied for (date): _____

Fire Safety Certificate No.: _____

Location of Development: _____

3. Builder Details:

Name: _____

Address: _____ Tel: _____
 _____ Email: _____
 _____ Fax: _____

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

Name: _____

Address: _____ Tel: _____
 _____ Email: _____
 _____ Fax: _____

5. Building Designer Details:

Name: _____

Address: _____ Tel: _____
 _____ Email: _____
 _____ Fax: _____

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: _____

Address: _____ Tel: _____
 _____ Email: _____
 _____ Fax: _____

Building Control Acts 1990 and 2007

7 Day Notice Statutory Declaration

Building Control Authority:

Donegal County Council

OFFICIAL USE

Date Received: _____

Register Ref: _____

Entered on: _____

Entered by: _____

Fee Received: _____

I / We _____
of _____

do solemnly and sincerely declare that I / we have made an application to the above Building Control Authority for a Fire Safety Certificate in respect of works commencing not less than 7 days from this date.

Description of works: _____

Located at: _____

pursuant to Article 12 of the Building Control Regulations 1997 to 2009 and I / we solemnly declare that the application has been completed in full and complies in all respects with the relevant provisions of the Building Control Regulations.

I / We further solemnly declare that any works that have commenced before the grant of the Fire Safety Certificate will comply fully with the Building Regulations and I / we will, within such period as may be specified by the Building Control Authority, carry out any modification of such works that is required by or under the Fire Safety Certificate, including any condition(s) attached to the Fire Safety Certificate when granted by the Building Control Authority.

Signed: _____

Dated: _____

Signed in the presence of Commissioner of Oaths:

Name: _____

Address: _____

Signature: _____
Commissioner of Oaths

Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect.

FEE FOR 7 DAY NOTICE

Area shall be ascertained by the internal measurement of the floor area on each floor of a building

PART A

Submission of a 7 Day Notice in respect of:-	
(a) work in connection with the construction or extension of a building.	€250, or €5.80 for each square metre of floor area being provided, whichever is the greater.
(b) work in connection with – (i) the material alteration of the interior of a building. (ii) The material alteration of the external surfaces of a building. (iii) A combination of (i) and (ii) above	€250, or €5.80 for each square metre of relevant floor area, whichever is the greater. €250 €250, or €5.80 for each square metre of relevant floor area, whichever is the greater.
(c) a building in which a material change of use takes place	€250, or €5.80 for each square metre of relevant floor area, whichever is greater.
(d) works on a building, where the building concerned will be used as an agricultural building.	€130, or €1.60 for each square metre in excess of 300 square metres of – (i) gross floor area being provided, or (ii) relevant floor area

PART B

The maximum fee payable to a Building Control Authority in respect of a submission of a 7 Day Notice shall be €25,000.

The minimum such fee shall be €250 and in any case where a Building Control Authority makes a refund in respect of a submission of a 7 Day Notice, the refund shall not be such as to reduce the balance of the fee to less than €250.

NOTE: Cash should not be used when making the above payment.

7 Day Notice

20A

- (1) (a) A 7 day notice shall be submitted to a building control authority in respect of:
- (i) all works or buildings to which Part III applies, pursuant to Article 11(1) of these Regulations, and
 - (ii) where it is proposed to commence work before grant of the relevant fire safety certificate.
- (b) A 7 day notice referred to in paragraph (a) shall be submitted not less than 7 days in advance of commencement of work.
- (2) A 7 day notice shall be—
- (a) in the form specified for that purpose in the Third Schedule, and
 - (b) shall be accompanied by—
 - (i) a valid application for a fire safety certificate from the applicant in the form specified for that purpose in the Third Schedule and accompanied by such plans and particulars as required under paragraphs (a) and (b) of article 13(2),
 - (ii) a 7 day notice statutory declaration in the form specified for that purpose in the Third Schedule, and
 - (iii) such fee as may from time to time be prescribed for that purpose in Part V.
- (3) (a) On receipt of a 7 day notice, a building control authority shall—
- (i) consider whether the application is in compliance with the requirements of paragraph (2), and
 - (ii) stamp the documents with the date of receipt.
- (b) Where a building control authority consider that a 7 day notice complies with the requirements of paragraph (2), they shall send to the applicant an acknowledgment stating the date of receipt of the notice.
- (c) Where a building control authority consider that a 7 day notice does not comply with paragraph (2), they may within 7 days of receipt of the notice, as they consider appropriate having regard to the extent of the failure to comply with the said paragraph, by notice—
- (i) inform the applicant that the 7 day notice is invalid and cannot be accepted by the authority, or
 - (ii) require the applicant to furnish such further or amended plans, calculations, specifications, documents or particulars or such additional fee, as may be necessary to comply with the said paragraph.

- (d) For the purposes of subparagraph (c), a building control authority may give or send any notice to the applicant by such of the following means as they consider effective:—
 - (i) in writing and sent by post or personal delivery;
 - (ii) subject to paragraph (e), by telephone, fax, electronic mail or such other means, whether electronic or otherwise, as may appear appropriate.
 - (e) Where a building control authority give or send any notice to the applicant in any form other than in writing, the building control authority shall confirm such notice in writing to the applicant within fourteen days.
- (4) Articles 15 to 20 shall apply *mutatis mutandis* as if any reference therein to an application or an application for a fire safety certificate were a reference to an application for a fire safety certificate which accompanied the submission of a 7 day notice under paragraph (2)(b).