

Short Notice Instructions for BCMS

A 'Short' Commencement Notice may be submitted for the following categories of development:

(a) Material Alteration of:

- Shops
- Offices
- Industrial Units

Provided that a Fire Safety certificate is NOT required.

(b) An extension to a dwelling involving a floor area less than 40 square meters.

The online functionality will be made available through the National BCMS in the coming weeks.

In the meantime a PDF 'Short' Commencement Notice form is attached in the following pages.

Completed forms may be emailed or posted to your local Building Control Authority.

Form of Commencement Notice for Development

Building Control Acts 1990 AND 2007

(Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations 1997 to 2014)

Building Control Authority: _____

1. I, hereby give notice in accordance with Part II of the Building Control Regulations 1997 to 2014 that it is intended to carry out the development as described below commencing on the date of _____

Name of Building Owner(s): _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

2. I enclose the fee payable for making this Notice of € _____

3a. PROJECT PARTICULARS: (In addition, for Residential Developments, please complete Section 3b below)

Description of proposed development:

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

Fire Safety Certificate No.: N/A _____

Disability Access Certificate No.: (if applicable) _____

Location of development: _____

Number of buildings: _____ Number of new buildings: _____

Use of buildings: _____

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3b. Residential Development Information:

Total number of dwelling units (all phases*): _____

Total number of phases* _____ of which _____ are multiple unit dwellings

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)

4. Builder:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Construction Industry Register Ireland Registration No. (where applicable): _____

Form of Commencement Notice for Development
Building Control Acts 1990 AND 2007

5. Building designer details:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Practice Registration No. (where relevant): _____

Where required under Part III of the Building Control Regulations 1997 to 2014, the mandatory Certificate of Compliance (Design) signed by the above Building Designer accompanies this notice.

6. Submission of Documents (where applicable): A Schedule of Documents accompanying this Commencement Notice is attached in the following format:

Schedule of Documents (Plans, Calculations, Specifications, Ancillary Certificates & Particulars)

<u>Documents</u>	<u>Reference</u>	<u>Description / Remarks</u>
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N/A

7. Signature:

Signature: _____

Date: _____