

FORM OF COMMENCEMENT NOTICE FOR DEVELOPMENT AND
FORMS OF CERTIFICATES OF COMPLIANCE REQUIRED BEFORE
CONSTRUCTION COMMENCES

(Article 9)

FORM OF COMMENCEMENT NOTICE FOR DEVELOPMENT (Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations 1997 to 2014)	
Building Control Authority:	Unique Identifier: _____ <i>(for official use only)</i>

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: _____ _____	
Tel: _____ 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. (if applicable): _____	
Disability Access Certificate No. (if applicable): _____	
Location of development: _____ _____	
Number of buildings: _____ Number of new buildings: _____	
Use of buildings: _____	

3b. Residential Development Information:

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

Total no. 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: _____

Tel: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

5. Building Designer Details:

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (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 and Particulars)

Document	Reference	Description/Remarks

7. Signature by Building Owner:Signature: _____
(Building Owner)

Date: _____

DESIGN CERTIFICATE	
Form of Certificate of Compliance (Design)	
Building Control Authority:	Unique Identifier: _____ <i>(for official use only)</i>
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
1. This certificate relates to the following building or works:	
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.	
3. I confirm that I have been commissioned by the building owner to design, in conjunction with others, the building or works described above and to certify such design. I further confirm that I am a person named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969 and that I am competent to carry out my design and to coordinate the design of others for the building or works concerned.	
4. I confirm that the plans, calculations, specifications, ancillary certificates and particulars included in the schedule to the Commencement Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence by me, and by other members of the design team and specialist designers whose design activities I have coordinated, have been prepared to demonstrate compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.	
5. I certify, having exercised reasonable skill, care and diligence, that, having regard to the plans, calculations, specifications and particulars which have been prepared by me and others and having relied on ancillary certificates and particulars referred to at 4 above, the proposed design for the building or works is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.	
Signature: _____ Date: _____	
Person's Name: _____ Registration No.: _____	
On behalf of: _____ (company name where relevant)	
Address: _____ <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Tel: _____ Fax: _____ Email: _____	
Practice registration number (where relevant): _____	

NOTICE OF ASSIGNMENT OF ASSIGNED CERTIFIER
(Notice of Assignment of Person to Inspect and Certify Works)

Building Control Authority: _____ **Unique Identifier:** _____
(for official use only)

1. This notice of assignment relates to the following building or works:

2. As the building owner, I have assigned the following person as Assigned Certifier, being a person named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969. I am satisfied having regard to the Code of Practice for Inspecting and Certifying Buildings and Works that the person so assigned is competent to inspect the building or works and to coordinate the inspection work undertaken by others, and to certify the works for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Name: _____

Qualification(s): _____ Registration No.: _____

On behalf of: _____ (Company/Practice name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

3. Any requests under the Building Control Act 1990 for plans, documents, specifications and other information, as may be necessary to show that the works or building, if built in accordance with the design proposed, will comply with the requirements of the Building Regulations, may be directed to the person so assigned.

4. I undertake to notify the Building Control Authority in writing of any change in the person assigned to inspect and certify the building or works as notified herein.

Building Owner's Signature: _____ **Date:** _____

UNDERTAKING BY ASSIGNED CERTIFIER**Form of Certificate of Compliance****Building Control Authority:** _____**Unique Identifier:** _____
(for official use only)

1. This certificate relates to the following building or works:

2. In accordance with the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I undertake to use reasonable skill, care and diligence, to inspect the building or works and to coordinate the inspection work of others and to certify, following the implementation of the inspection plan by myself and others, for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works to which the accompanying Commencement Notice together with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule thereto refer.

Signature: _____ **Date:** _____

Person's Name: _____ Registration No.: _____

On behalf of: _____ (company name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

NOTICE OF ASSIGNMENT OF BUILDER

Building Control Authority: _____

Unique Identifier: _____
(for official use only)

1. This notice of assignment relates to the following building or works:

2. As the building owner, I have assigned the following person as Builder of the building or works and I am satisfied that they are competent to undertake the works so assigned on my behalf.

Builder's Name: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

3. I undertake to notify the Building Control Authority in writing of any change in the person assigned as Builder of the building or works as notified herein.

Building Owner's Signature: _____ **Date:** _____

UNDERTAKING BY BUILDER
FORM OF CERTIFICATE OF COMPLIANCE

Building Control Authority: _____

Unique Identifier: _____
(for official use only)

1. This certificate relates to the following building or works:

2. I confirm that I have been commissioned by the building owner to undertake the works described above and that I am competent to undertake the works concerned. I further undertake to ensure that any persons employed or engaged by me to undertake any of the works involved will be competent to undertake such works.

3. I undertake to construct the building or works in accordance with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule to the Commencement Notice to which this undertaking refers and certified under the Form of Certificate of Compliance (Design), or as subsequently issued to me and certified and submitted to the Building Control Authority, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.

4. Having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I further undertake to cooperate with the inspections set out in the inspection plan prepared by the Assigned Certifier and to take all reasonable steps so as to ensure that I shall certify that the building or works is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____
(to be signed by a Principal or Director of a building company only)

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

Amendment of Third Schedule to the Principal Regulations

16. The Principal Regulations are amended by substituting for the Form of 7 Day Notice set out in the Third Schedule the following:

“(Article 20A)

FORM OF 7 DAY NOTICE	
Building Control Acts 1990 and 2007	
Building Control Authority:	Unique Identifier: _____ <i>(for official use only)</i>

1. I hereby give 7 days notice in accordance with Part IIIA of the Building Control Regulations 1997 to 2014 that it is intended to carry out the development as described below.	
Name of Building Owner(s): _____	
Address: _____	

Tel: _____ Fax: _____ Email: _____	
Proposed Commencement Date: _____	
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: _____	
Valid Fire Safety Certificate Applied for (date): _____	
Fire Safety Certificate No.: _____	
Location of development: _____	
Number of buildings: _____ Number of new buildings: _____	
Use of buildings: _____	

3b. Residential Development Information:

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

Total no. of phases* _____ of which _____ are multiple unit dwellings.

Phase being commenced under this 7 Day Notice: _____

No. of units covered by this phase/ 7 Day 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: _____

Construction Industry Register Ireland registration number (where applicable): _____

5. Building Designer Details:

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

Where required under Part IIIA of the Building Control Regulations 1997 to 2014, the mandatory certificate of design compliance signed by the above Designer accompanies this 7 Day Notice.

6. Submission of Documents (where applicable): A Schedule of Documents accompanying this 7 Day Notice is attached in the following format:

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

Document	Reference	Description/Remarks

7. Signature by Building Owner:Signature: _____
(Building Owner)

Date: _____

DESIGN CERTIFICATE**Form of Certificate of Compliance (Design)****Building Control Authority:** _____**Unique Identifier:** _____
(for official use only)1. This certificate relates to the following building or works:

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. I confirm that I have been commissioned by the building owner to design, in conjunction with others, the building or works described above and to certify such design. I further confirm that I am a person named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969 and that I am competent to carry out my design and to coordinate the design of others for the building or works concerned.

4. I confirm that the plans, calculations, specifications, ancillary certificates and particulars included in the schedule to the 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence by me, and by other members of the design team and specialist designers whose design activities I have coordinated, have been prepared to demonstrate compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

5. I certify, having exercised reasonable skill, care and diligence, that, having regard to the plans, calculations, specifications and particulars which have been prepared by me and others and having relied on ancillary certificates and particulars referred to at 4 above, the proposed design for the works or building is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____

Person's Name: _____ Registration No.: _____

On behalf of: _____ (company name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

NOTICE OF ASSIGNMENT OF ASSIGNED CERTIFIER**(Notice of Assignment of Person Assigned to Inspect and Certify Works)****Building Control Authority:** _____**Unique Identifier:** _____
(for official use only)1. This notice of assignment relates to the following building or works:

2. As the building owner, I have assigned the following person as Assigned Certifier, being a person named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969. I am satisfied having regard to the Code of Practice for Inspecting and Certifying Buildings and Works that the person so assigned is competent to inspect the building or works and to coordinate the inspection work undertaken by others, and to certify the building or works for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Name: _____

Qualification(s): _____ Registration No.: _____

On behalf of: _____ (Company/Practice name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

3. Any requests under the Building Control Act 1990 for plans, documents, specifications and other information, as may be necessary to show that the building or works, if built in accordance with the design proposed, will comply with the requirements of the Building Regulations, may be directed to the person so assigned.

4. I undertake to notify the Building Control Authority in writing of any change in the person assigned to inspect and certify the building or works as notified herein.

Building Owner's Signature: _____ **Date:** _____

UNDERTAKING BY ASSIGNED CERTIFIER**Form of Certificate of Compliance****Building Control Authority:****Unique Identifier:** _____
(for official use only)

1. This certificate relates to the following building or works:

2. In accordance with the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I undertake to use reasonable skill, care and diligence, to inspect the building or works and to coordinate the inspection work of others and to certify, following the implementation of the inspection plan by myself and others, for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works to which the accompanying 7 Day Notice together with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule thereto refer.

Signature: _____ **Date:** _____

Person's Name: _____ Registration No.: _____

On behalf of: _____ (company name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

NOTICE OF ASSIGNMENT OF BUILDER

Building Control Authority: _____

Unique Identifier: _____
(for official use only)

1. This notice of assignment relates to the following building or works:

2. As the building owner, I have assigned the following person as Builder of the building or works and I am satisfied that they are competent to undertake the works so assigned on my behalf.

Builder's Name: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

3. I undertake to notify the Building Control Authority in writing of any change in the person assigned as Builder of the building or works as notified herein.

Building Owner's Signature: _____ **Date:** _____

UNDERTAKING BY BUILDER
FORM OF CERTIFICATE OF COMPLIANCE

Building Control Authority: _____

Unique Identifier: _____
(for official use only)

1. This certificate relates to the following building or works:

2. I confirm that I have been commissioned by the building owner to undertake the works described above and that I am competent to undertake the works concerned. I further undertake to ensure that any persons employed or engaged by me to undertake any of the works involved will be competent to undertake such works.

3. I undertake to construct the building or works in accordance with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule to the 7 Day Notice to which this undertaking refers and certified under the Form of Certificate of Compliance (Design), or as subsequently issued to me and certified and submitted to the Building Control Authority, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.

4. Having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I further undertake to cooperate with the inspections set out in the inspection plan prepared by the Assigned Certifier and to take all reasonable steps so as to ensure that I shall certify that the works or building is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____

(where the signatory is an employee) On behalf of: _____

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

Insertion of Sixth Schedule to the Principal Regulations

17. The Principal Regulations are amended by inserting after the Fifth Schedule the following:

“SIXTH SCHEDULE

CERTIFICATE OF COMPLIANCE ON COMPLETION

CERTIFICATE OF COMPLIANCE ON COMPLETION**Building Control Authority:** _____**Unique Identifier:** _____
(for official use only)

1. This certificate relates to Commencement / 7 Day Notice reference no. _____ in respect of the following building or works: _____

Part A — Certificate signed by Builder

2. I confirm that I am the Builder assigned by the owner to construct, supervise and certify the building or works.
3. I certify, having exercised reasonable skill, care and diligence, that the building or works as completed has been constructed in accordance with the plans, calculations, specifications, ancillary certificates and particulars as certified under the Form of Certificate of Compliance (Design) and listed in the schedule to the Commencement / 7 Day Notice relevant to the above building or works, together with such further plans, calculations, specifications, ancillary certificates and particulars, if any, as have been subsequently issued to me and certified and submitted to the Building Control Authority, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.
4. Reliant on the foregoing, I certify that the works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____
(to be signed by a Principal or Director of a Building Company only)

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

Part B — Certificate signed by Assigned Certifier

5. I confirm that I am the Assigned Certifier assigned by the owner to inspect and certify the building or works concerned.
6. Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIIC of the Building Control Regulations are included in the Annex (see attached).
7. I now confirm that the inspection plan, drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, has been undertaken by the undersigned having exercised reasonable skill, care and diligence, and by others nominated therein, as appropriate, on the basis that all have exercised reasonable skill, care and diligence in certifying their work in the ancillary certificates scheduled.
8. Based on the above, and relying on the ancillary certificates scheduled, I now certify, having exercised reasonable skill, care and diligence, that the building or works is in compliance with the requirements of the Second Schedule to the Building Regulations, insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____ **Registration No.:** _____
(where the signatory is an employee) On behalf of: _____

Name & Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

ANNEX

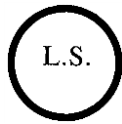
Table of Plans, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations and showing, in particular how the completed building or works differ from the design submitted to the Building Control Authority prior to construction.

(Details of relevant plans, etc. may be listed below and attached hereto)

”

Revocation

18. The Building Control (Amendment) Regulations 2013 (S.I. No. 80 of 2013) are revoked.



GIVEN under my Official Seal,
15 January 2014.

PHIL HOGAN,
Minister for the Environment, Community and Local
Government.

EXPLANATORY NOTE

(This note is not part of the Instrument and does not purport to be a legal interpretation.)

These regulations revoke and replace S.I. No. 80 of 2013. The key changes include changes to the wording of the statutory certificates in the interests of the insurability of persons giving the certificates and changes to recognise the online Building Control Management System as the preferred means of building control administration.

These Regulations strengthen the current arrangements in place for the control of building activity by requiring greater accountability in relation to compliance with Building Regulations in the form of statutory certification of design and construction, lodgement of compliance documentation, mandatory inspections during construction and validation and registration of certificates.

Regulation 7 amends Article 9 of the Principal Regulations to provide for a revised form of Commencement Notice which must be submitted to a building control authority prior to the commencement of construction works. The Commencement Notice must henceforth be signed by the owner of the works. Where the works involve the creation of a building (including a single dwelling unit), an extension greater than 40 square metres or require an application for a Fire Safety Certificate in accordance with Part III of the Building Control Regulations 1997 to 2014 the Commencement Notice and the appropriate fee must in addition be accompanied by the following:

- (a) General arrangement drawings;
- (b) A schedule of design documents as are currently prepared or to be prepared;
- (c) An online- assessment via the Building Control Management System of the proposed approach to compliance with the requirements of the Building Regulations 1997 to 2013;
- (d) The preliminary inspection plan;
- (e) A Certificate of Compliance (Design);
- (f) Notices of Assignment in respect of the Builder who will carry out the works and of the Assigned Certifier who will inspect and certify the works; and
- (g) Certificates of Compliance signed by the Builder and the Assigned Certifier undertaking to carry-out their roles in accordance with the requirements of the Building Regulations.

The commencement notice and accompanying documentation must be filed electronically via the online Building Control Management System. Where notices and documentation are submitted in written format, the building control

authority will arrange for scanning and uploading of same for which an administrative charge will apply and statutory deadlines relating to such notices may be delayed by up to seven days.

Regulation 7 further amends Article 9 of the Principal Regulations to oblige a building owner to notify the Building Control Authority of any changes of ownership of the works or of the persons assigned as Builder or as Assigned Certifier and to provide the appropriate notices of assignment and forms of undertaking in respect of the new assignees. Failure to attend to any of these obligations, as well as being an offence in itself, would delay or inhibit inclusion of details of the final certificate on the statutory register.

Regulation 10 amends Article 20A(2) of the Principal Regulations to provide for a revised form of 7 Day Notice and otherwise changes the administrative arrangements that pertain to the 7 Day Notice process in line with those changes described above in relation to the Commencement Notice process.

Regulation 12 inserts a new Part IIIC to the Principal Regulations providing for Certificates of Compliance on Completion. A completion certificate must be sent to the Building Control Authority and included on the statutory register maintained under Part IV of the Principal Regulations before works or a building to which these regulations apply can be opened, occupied or used. The completion certificate must be signed by the Builder and the Assigned Certifier and must be accompanied by plans and documentation showing how the completed building complies with the requirements of the Building Regulations (and clearly indicating any differences to design documentation previously submitted to the Building Control Authority at commencement or during construction) and by the Inspection Plan as implemented by the Assigned Certifier.

A Code of Practice for Inspecting and Certifying Buildings and Works will be published by the Minister for the purposes of providing guidance with respect to inspecting and certifying work for compliance with the Building Regulations. Compliance with this Code of Practice shall, prima facie, indicate compliance with the relevant requirements of these regulations.

Documentation held on file by a building control authority relevant to works or a building included on the statutory register will be accessible to any person who subsequently acquires an interest in the building concerned.

Failure to comply with the requirements of the Building Control Regulations 1997 to 2014 shall be an offence to which section 17 (2) of the Building Control Act 1990 refers.

These Regulations come into operation on 1 March 2014.

BAILE ÁTHA CLIATH
ARNA FHOILSIÚ AG OIFIG AN tSOLÁTHAIR
Le ceannach díreach ó
FOILSEACHÁIN RIALTAIS,
52 FAICHE STIABHNA, BAILE ÁTHA CLIATH 2
(Teil: 01 - 6476834 nó 1890 213434; Fax: 01 - 6476843)
nó trí aon díoltóir leabhar.

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