

Form of Commencement Notice for Development

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



Comhairle Cathrach Chorcaí

Cork City Council

OFFICE USE ONLY

Date received: _____
Register Ref.: _____
Entered on: _____
Entered by: _____
Fee Received: _____
Receipt No: _____

1. I, the undersigned, hereby give notice/give notice on behalf of the person(s) named below* (*at question 4*) to the above Building Control Authority (in accordance with Part II of the Building Control Regulations 1997 to 2009) that I/the persons 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 (€): _____

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

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: _____

NOTES FOR THE COMPLETION OF THIS FORM

A valid notice should be completed fully and received **not less than 14 days** and **not more than 28 days** before commencement of the works or the making of the material change of use.

Document to be completed in block capitals excluding signature at Item 1.

SECTION 2B: RESIDENTIAL DEVELOPMENT INFORMATION:

Total number of dwelling units (all phases):

The total number of units (houses and apartments) for the entire residential development, i.e. all phases. Include single houses.

Total number of phases (not relevant for single houses):

Give the total number of different phases of development for this project.

Phase for this commencement notice:

A commencement notice should be given at the start of each phase of development. Insert the number of the particular phase that this commencement notice is relevant to, e.g. 1st, 2nd.

Number of units for this phase/commencement notice:

The corresponding number of units (houses and apartments) for this particular phase. A single house should also be included here, as it will be commencing in the short/ medium term.

Commencement date for this phase:

Commencement date of works for this particular phase of development.

(Proposed) end-date for this phase:

Expected end-date for this particular phase of the development.

COMMENCEMENT NOTICES ARE REQUIRED FOR:

1. (a) the erection of a building
(b) the material alteration or extension of a building, and
(c) a material change of use of a building

in which the Building Regulations apply, other than exempted development for the purpose of the Local Government (Planning & Development) Act, 2000 to 2002.

2. Any works for which the Fire Safety Certificates are required under Part III of the Building Control Regulations, 1997 to 2009 and any material alteration (excluding a material alteration consisting solely of minor works) of a shop, office or industrial building to which Part III of the Building Control Regulations do not apply.

COMMENCEMENT NOTICE FEES

€0 or where –

- (a) the proposed works or the material change of use (as the case may be) relates to more than one building, and
- (b) neither Part III of the Building Control Regulations 1997 to 2009, nor Part III of the Building Control Regulations 1991 and 1994, apply to such works or buildings,

€0 in respect of each building.

The maximum fee payable to a Building Control Authority shall be €3,800 in respect of the submission of a Commencement Notice.

CORRESPONDENCE ADDRESS

Building Control Section
Cork City Council
City Hall
Anglesea Street
Cork

**INCOMPLETE NOTICES WILL RENDER THE COMMENCEMENT NOTICE INVALID
AND MAY BE RETURNED TO THE APPLICANT.**