

COMMENCEMENT NOTICE



**Second Schedule
Form of Commencement Notice for Development**

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

South Dublin County Council
Planning Department
County Hall, Town Centre,
TallaghtDublin 24
Telephone: 01- 4149000
Fax: 01- 4149104
Email: planning.dept@sdblincoco.ie

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. (* Cross out whichever is inappropriate)

Signature: _____ Date: _____

Name of person(s): _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

Commencement date (of works): _____ Fee payable (€): _____

2a. PROJECT PARTICULARS: (In addition, for Residential Developments, please complete Section 2b below. For commercial developments complete section 2c)

Description of proposed development: _____

Location of Development: _____

Planning permission no.: _____

Date of grant: _____ Date of expiry: _____

Fire Safety Certificate Number (if applicable): _____

Disability Access Cert. No.(applicable to development requiring a fire certificate): _____

NOTE: Further information on Disability Access Certificates and forms of application can be obtained from <http://planning.southdublin.ie/> and following the link to Building Control.

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** : _____

Equivalent Square Metres: _____

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

2c. Commercial Development Information:

Commercial development commencing: _____ square metres.

3. Builder:

Name: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

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

Name: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

5. Building Designer Details:

Name: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

6. 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: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

7. 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: _____ Fax: _____ Email Address: _____

Commencement Notices Are Required For

- (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
to which the Building Regulations apply, other than exempted development for the purpose of the Local Government (Planning & Development) Acts, 1963 to 2000.
- Any other works for which Fire Safety Certificates are required under Part III of the Building Control Regulations, 1997.

Notes for Completion of Form

- a valid notice should be completed fully and received **not less than 14 days and not more than 28 days** before the commencement of the works or the making of the material change of use
- a Commencement Notice must not be submitted until Final Grant of Planning Permission is issued
- if a Fire Safety Certificate is required the Fire Safety Certificate must be granted before submission of the Commencement Notice, it is an offence to carry out development without a fire safety certificate where required.

Commencement Notice Fees

The Commencement notice fee shall be **€30** or where the proposed works or the material change of use (as the case may be) relate to more than one building, and neither Part III of the Building Control Regulations, 1991 and 1994, apply to such works or buildings; €30 in respect of each building. e.g. 10 houses, 10 x €30 = €300

The maximum fee payable in respect of a Commencement Notice is €3,800.

Cheques should be made payable to South Dublin County Council.

Where the Commencement Notice is invalid and cannot be accepted the Notice and the fee which accompanied the Notice shall be returned.

Provision is made for a partial refund of fees in the case of certain repeat Commencement Notices.

Where a subsequent Commencement Notice is submitted within a period of twelve months the subsequent Notice must be made by, or on behalf of the same person.

Any application for a refund must be submitted in writing within the period of two months beginning on the day of giving the subsequent Commencement Notice.

Where a refund is being made in respect of a Commencement Notice the refund shall not be such as to reduce the balance of the fee to less than €30.00.

Residential Development Information (Section 2b)

EXPLANATORY NOTE

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.
