



*20211207 NBCMP Open Data Portal –
Data Collected -
Form of Commencement/7 Day Notice
& BCMS Online Assessment*

20211207 F03

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An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

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DOCUMENT HISTORY

Version	Summary of Changes	Document Status (Draft or Approved)	Date published	Author / Editor
D01	First Draft	Draft	19/03/2021	K. Minjon
D02	Second Draft – Addition of Phasing	Draft	22/03/2021	K. Minjon
D03	Third Draft – Addition of BCMS-Open Data Relationship Diagram	Draft	26/03/2021	K. Minjon
F01	4 th -Amend title & Addition of description to Commencement Notice, 7 Day Notice and Online assessment - Draft & Release	Final	27/03/2021	M. Phelan
F02	Added Valid definition & Principal regulations to avoid amendments each time regulation/legislation amended. Added YouTube Links	Final 2	31/03/2021	M. Phelan
F03	Amendment to formatting & update of ref. to Building Control Regulations, as amended	Final 3	12/07/2021	K. Minjon

DEFINITIONS

“Principal Regulations” means Building Control Regulations 1997 (S. I. No. 496 of 1997);

Commencement Notice

Building owners, designers and builders are responsible for ensuring that buildings or works are carried out in accordance with the requirements of the Building Regulations. Under Article 8 of the Building Control Regulations, as amended, ‘A person who intends to carry out any works, or to make a material change of use as regards a building to which this Part applies, shall give, to the building control authority in whose functional area the works or building are, is or will be situated, notice in writing of such intention (in these Regulations referred to as a “commencement notice”) not less than fourteen days and not more than twenty-eight days before the commencement of the works or the making of the material change of use’.

7 Day Notice

Under Article 20A (1) (a) of the of the “Principal Regulations”, 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.”

Online Assessment

Under Article 9 and 20A of the of the “Principal Regulations”, a Commencement Notice and a 7 Day Notice is required to be accompanied by “the completion of an online assessment, via the Building Control Management System, of the proposed approach to compliance with the requirements of the Second Schedule to the Building Regulations”.

Data collated via the online [Building Control Management System \(BCMS\)](#) informs the targeting of buildings and works for inspections to assign resources where the risk of non-compliance with the requirements of the Building Regulations is highest.

Valid

“valid” in relation to a commencement notice given under Article 8 of the Principal Regulations, means where the notice having been received by the building control authority concerned, the authority considers in accordance with Article 10 of the Principal Regulations that it complies with the requirements of Article 9 of those Regulations.

Commencement Notice Useful Links

NBCO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS



For information on Commencement Notice Submission click on YouTube Channel and view videos for:

<https://www.youtube.com/channel/UCCCjy80kctZ34oujewzgKEA/featured>

[BCMS Role Acceptance](#)

[BCMS How to Create an Account](#)

[BCMS How to Submit a Commencement Notice Without Compliance Documentation](#)

[BCMS How to Submit a Commencement Notice With Compliance Documentation](#)

[BCMS How to Submit a Commencement Notice With Opt Out Declaration](#)

[BCMS How to Submit a Seven Day Notice](#)

FORM OF COMMENCEMENT NOTICE FOR DEVELOPMENT

BCMS

Building Control Management System

Unique Identifier: _____
(for official use only)

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

SECOND SCHEDULE (Article 9)

(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.: (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 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): _____

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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7. Signature by building owner:

Signature: _____
(Building Owner)

Date: _____

BCMS ONLINE ASSESSMENT

FIELD LABEL	SUB-GROUPS
Building Particulars	
Building Name / Brief Description	
Does the building/works involve a protected structure or national monument	
Protected Structure / Monument Reference No.	
FSC No. (if applicable)	
DAC No. (if applicable)	
Type of Building or Works	
Material Alteration Works	
Existing use of Building	<ol style="list-style-type: none"> 1. Residential (Dwellings) 2. Residential (Institutional) 3. Residential (Other) 4. Office 5. Shop 6. Shopping Centre 7. Assembly and Recreation 8. Industrial 9. Storage 10. Agriculture 11. Other (Non Residential)
Proposed use of building	<ol style="list-style-type: none"> 1. Residential (Dwellings) 2. Residential (Institutional) 3. Residential (Other) 4. Office 5. Shop 6. Shopping Centre 7. Assembly and Recreation 8. Industrial 9. Storage 10. Agriculture 11. Other (Non Residential)
Sub Group	<ol style="list-style-type: none"> 1.1 Dwelling house(s) 1.2 Dwelling house(s) with attached garage 1.3 Detached Garage 1.4 Dwelling - Maisonette(s) / Duplex(es) 1.5 Dwelling - Apartment(s) / Flat(s) 1.6 Dwelling – Community Dwelling(s) 1.7 Other – Residential (Dwellings) 2.1 Hospital 2.2 Nursing Home 2.3 Other – Residential (Institutional) 3.1 Hotel 3.2 Hostel 3.3 Guest Building

FIELD LABEL	SUB-GROUPS
	3.4 Residential College 3.5 Hall of Residence 3.6 Other – Residential (Other) 4.1 Other – Office (Institutional) 5.1 Other – Shop 6.1 Other – Shopping Centre 7.1 School 7.2 Place of Public Worship 7.3 Theatre 7.4 Cinema 7.5 Public Library 7.6 Non Residential School 7.8 Non Residential Educational Establish- ment 7.9 Sports Stadium 7.10 Sports Pavilion 7.11 Grandstand 7.12 Sports Hall 7.13 Public House 7.14 Restaurant 7.15 Terminus (Air, Rail, Road or Sea Travel) 7.16 Other – Assembly and Recreation 8.1 Factory 8.2 Other – Industrial 9.1 Warehouse 9.2 Car Park 9.3 Other – Storage 10.1 Agricultural building 10. 2 Other – Agricultural 11.1 Other (Non Residential)
Dwelling House Type	1. Detached 2. Semi-detached 3. Terraced
No. of Buildings of this building type	
No. of apartments/maisonettes in this phase?	
Are the works being carried out by or on behalf of an Approved Housing Body	
Are the works being carried out by or on behalf of a Local Authority	
Type of Construction	1. Timber Frame 2. Masonry 2.1. Brick 2.2. Block

FIELD LABEL	SUB-GROUPS
	2.3. Stone 2.4. Concrete 3. Steel 3.1. Structural Steel 3.2. Light gauge Steel 4. Other
Is the load-bearing structure pre-fabricated off-site?	
Number of Storeys: above ground	
Number of Storeys: below ground	
Height (m)	
Height of Top Floor (m)	
Total Floor area of building / works (sqm)	
No. of rooms	
No. of bedrooms	
No. of WC's	
Part A (Structure)	
Consequence Class	1 2a Lower Risk Group 2b Upper Risk Group 3
Is a specialist engineered foundation required	
Do the building/works involve a balcony?	
Part B (Fire)	
Is a Fire Engineered solution proposed?	
Are compartments/separating walls required?	
Has a cladding or curtain wall system been proposed?	
Part C (Site Preparation and Resistance to Moisture)	
Is the site located in an area of high radon?	
Part D (Materials and Workmanship)	
Have you ensured that the design includes the use of proper materials which are fit for purpose and intended location and that these will be constructed in a workmanlike manner?	
Part E (Sound)	
Has provision been made to providing reasonable resistance to impact and airbourne sound, where required?	
Part F (Ventilation)	
Has adequate means of ventilation been provided for people in buildings and to prevent excessive condensation?	
Part G (Hygiene)	
How is drinking water to be provided to the site?	1. Existing Connection 2. New Connection 3. Not Applicable
How is drinking water to be provided to the site (type)?	1. Public 2. Private Well 3. Group Scheme 4. Not Applicable
Part H (Drainage and Waste Water Disposal)	

FIELD LABEL	SUB-GROUPS
How is surface water to be drained from the site?	<ol style="list-style-type: none"> 1. Existing Connection 2. New Connection 3. Not Applicable
How is surface water to be drained from the site (type)?	<ol style="list-style-type: none"> 1. Watercourse 2. Public Sewer/Main 3. Soakpit 4. Not Applicable
How is foul water to be drained from the site?	<ol style="list-style-type: none"> 1. Existing Connection 2. New Connection 3. Not Applicable
How is foul water to be drained from the site (type)?	<ol style="list-style-type: none"> 1. Public 2. Private - Group Treatment System 3. Private - Onsite Treatment System 4. Not Applicable
Part J (Heat Producing Appliances)	
Type of heat producing appliance(s) provided (if any)?	<ol style="list-style-type: none"> 1. Solid fuel burning appliance (including solid biofuel) with a rated output up to 50 kW 2. Fixed gas burning appliance with a rated input up to 70 kW 3. Gas burning cooking appliance 4. Oil burning appliance with a rated output of to 45 kW 5. Other heat producing appliance 6. None
Location of primary fuel storage, if any	<ol style="list-style-type: none"> 1. Within building 2. External, above ground and less than 1.8m from the building 3. External, above ground and more than 1.8m from the building 4. External and below ground 5. Not Applicable
Part K (Stairways, Ladders, Ramps and Guards)	
Has adequate provision been for guarding to stairs, ladders, floors and balconies?	
Part L (Conservation of Fuel and Energy)	
Has a Part L specification based on DEAP / NEAP been completed	
Part M (Access and Use)	
Has adequate provision been made for people to access and use the building its' facilities and its' environs?	
Phasing (Dwellings Only)	
Phase for this Notice	
Total No. of Phases	
No. of Dwelling Units for this Phase	
Total No. of Multiple Unit Dwellings (all phases)	

BCMS – OPEN DATA RELATIONSHIP DIAGRAM

