

GUIDELINES FOR COMPLETION OF COMMENCEMENT NOTICE FORM

Please note, your Commencement Notice will be returned if not fully completed

Section 1

- The paragraph immediately above signature must be marked off accordingly
- An original ink signature is required on the notice (**a photocopy is not acceptable**)
- The name and address of persons must be that of the owner or builder
- Commencement Date: no less than 14 days and no more than 28 days notice is required before works start. **The notification starts from when the form is date stamped in our office so please allow time for postage**
- A fee of €30 per house/building/fire safety certificate is mandatory with this form

Section 2a

- The description of the project particulars should be brief but accurate and give a good insight to what works are being carried out, also indicate number of buildings, storeys, type or use of building, type of construction, no of units if applicable
- The location of development must be completed in full, if there is no fixed postal address, a site location map must be submitted with notice
- The planning permission number should be the application number and the date of grant should be the date of final grant of permission
- If a fire safety certificate is applicable, the number that should be put on the form is the Fire Safety Certificate number and not the Application number
- Floor area in square meters of any extra floor space e.g. new build, extension, mezzanine, attic should be given on form where specified

Section 2b

- This part must be filled in if construction refers to new dwelling unit(s), whether conversion or new build

Section 3

- Name, address and telephone number of the building owner must be filled in **in full** on the form

Section 4

- Name, address and telephone number of the designer **for the purposes of the Building Regulations** must be filled in **in full** on the form (A person who prepared plans for the purpose of a Planning Application only should not be inserted)

Section 5

- Name, address and telephone number of the builder who has been contracted to carry out the works must be filled in **in full** on the form (An employee of the builder should not be inserted)

Section 6

- Name, address and mobile telephone number of the person in possession of all information required to demonstrate that all technical requirements of the Building Regulations have/are being taken into account

Section 7

- Name, address and telephone number of the person based on site must be filled in **in full** on form