



Building Control Authority: Comhairle Chontae Luimnigh Limerick County Council

GUIDANCE NOTES WHEN COMPLETING COMMENCEMENT NOTICE FORM

- Before starting construction, you must send a commencement notice to our Building Standards section. This notice is required by law, and you cannot start building unless you have submitted it.
- The notice should be received by the Building Standards Section **not less than 14 days** and **not more than 28 days** before the date on which construction starts. The notification starts when the form is date-stamped in our office, so please allow time for postage.
- A commencement notice may cover more than one building and there is a fee of €30 per building, up to a maximum of €3,800 per commencement notice. Without the fee, the commencement notice cannot be accepted.
- The notice contains 7 sections, all of which should be completed. If any information is omitted, the commencement notice is invalid.

Section 1

When you are completing *name of person*, this is the person – normally the owner – who is having the work carried out and *who will be invoiced for the planning contribution (if applicable)*. *Please note that a planning contribution invoice cannot be amended at a later stage.*

Section 2.a

Give a brief, accurate description of the project and if a Fire Safety /Disabled certificate is required, attach a copy.

Section 2.b- Residential Development information

Total number of dwelling units (all phases)-: This is the total number of units (houses and apartments) in the entire development.

Total number of phases-: If the development is going to be constructed in phases, give the total number of phases.

Phase for this commencement notice-: Specify which phase this commencement notice covers. *If you omit this information, a planning contribution invoice will be issued for the full contribution relating to the entire development.*

Number of units for this phase-: The number of houses and apartments under construction in this phase.

Commencement date for this phase-: The date on which construction will begin on this phase of the development.

End date for this phase-: (proposed- The expected end–date for this particular phase of the development.

If the commencement notice relates to more than one unit, a site map is required on which each unit is marked and uniquely numbered.

DEAP (Dwellings Energy Assessment Procedure)-: This is an assessment of the building’s energy performance. It is a normal part of the design and the information will be readily available from the building designer. Please attach (a) a printout of the pages showing compliance with Part L of the Building Regulations and (b) Microsoft Word version of the Dwellings Details Report. If there are two or more different designs of unit in the development, the DEAP information is required for each design.

Section 3

If you are constructing the building yourself, please enter *self build* under Name. If you are employing direct labour, please enter *direct labour*. Otherwise, enter the name, address and telephone number of the builder.

Section 4

Enter the name, address & telephone number of the person who owns the building or development.

Section 5

Enter the name, address and telephone number of the building designer. This might be an architect, engineer, surveyor or member of another construction profession.

Section 6

This section is for details of the person who can provide technical information to the Building Standards section if requested.

Section 7

Enter the name, address & telephone number of the person who can provide notification of when foundations are being poured or drainage systems covered up.

Further information:

The Commencement Notice is an important document. Copies may be required by loan institutions, surveyors, solicitors and others when the property is being sold.

The date of commencement on the notice must be correct. An incorrect date will make the Commencement Notice invalid, and it will not be possible to submit a corrected notice if the work has already started.

In general, a notice cannot be submitted for work that has already started, and it is an offence to begin construction without submitting a commencement notice.