

**Meath County Council
COMMENCEMENT NOTICE**

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

NOTICE TO THE BUILDING CONTROL AUTHORITY

OFFICE USE ONLY

Date Rec.
Reg. Ref.
Date entered
Entered by
Fee Rec. €.....

Name of Authority:
**Meath County Council, Building Control Section, Abbey Mall,
Abbey Road, Navan, Co. Meath. Ph: 046 9097500 Fax: 046
9097001**

I, the undersigned, hereby give notice / give notice on behalf* of the person(s) named below, to the above Building Control Authority (in accordance with part II of the Building Control Regulations) that I the persons named* below intend to carry out the project as described below. (cross out whichever is inappropriate)

Signature: _____ Date: _____

Name of Person(s): _____

Address: _____

Phone: _____ Fax: _____

E mail: _____ Mobile: _____

Note

This notice should be submitted not less than 14 days and not more than 28 days before commencement of works or the material change of use to Meath County Council, Building Control Section.

Commencement date: _____

Fee Payable (Amount) € _____ (€30 per building including garages)

2. (a) Project particulars (please fill in section 2b below for residential developments) Description of proposed development :

Planning permission No.: _____ Date of Grant _____

Date of expiry of permission: _____

Fire Safety Certificate No.: if applicable: _____

Disability Access Certificate No. : if applicable : _____

Location of development: _____

2 (b) Residential development Information

(see overleaf for details)

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: _____

Address: _____

Ph: _____ Mobile : _____ fax: _____

E mail: _____

4. Building owner details: (if different from Section 1 above)

Name: _____

Address: _____

Ph: _____ Mobile : _____ Fax: _____

E mail: _____

5. Building Designer Details:

Name: _____

Address: _____

Ph: _____ Mobile : _____ fax: _____

E mail: _____

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: _____

Address: _____

Ph: _____ Mobile : _____ fax: _____

E mail: _____

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: _____

Address: _____

Ph: _____ Mobile : _____ fax: _____

E mail: _____

Notes for Guidance of the applicant

A commencement notice is required for:

The erection of a building

The material alteration or extension of a building

The material change of use of a building to which the building regulations apply.

Where the building work is exempted development for the purposes of planning legislation, no commencement notice is required except in the case of :

Any building or works for which a Fire Safety Certificate is required

Any material alteration (excluding a material alteration consisting solely of minor works) in a shop, office or industrial building including those for which a Fire Safety Certificate is not required.

Please answer all questions on this form.

Along with this notice please enclose one copy of a site location map to a scale of 1:2500 indicating the site outlined in red.

A commencement notice MUST be accompanied by the appropriate fee of €30 per building.

Commencement
Notice

Fees effective from 1st July 1998

€30 or where -

(a) the proposed works or the material

change of use (as the case may be (a)

related to more than one building and

(b) neither part III of the Building Control

Regulations 1997 nor part III of the Building

Control Regulations 1991 and 1994 apply to

such works or buildings.

*Maximum fee payable in any case

€3,800.00

EXPLANATORY NOTE

Paragraph 2b

Project Particulars

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.

MEATH COUNTY COUNCIL Building Control Regulations 1997 Fire Safety Certificates and Commencement Notices Important Notice to Builders and Developers

Before commencing to carry out:

- (a) erection of a building
- (b) material alteration or extension of a building, or
- (c) material change of use of a building

A person must comply with the following procedures:-

- (1) Apply for and have obtained a **Fire Safety Certificate** from the Building Control Authority (this requirement does not apply to dwelling houses but does apply to flats),
- (2) Apply for and have obtained a **Disability Access Certificate** from the Building Control Authority (this requirement does not apply to dwelling houses but does apply to flats),
- (3) Give a **Commencement Notice** to the Building Control Authority not less than 14 days and not more than 28 days before the commencement date (this requirement does not apply to exempted development under the Planning Acts unless where a Fire Safety Certificate is required).

The Building Control Act 1990 prescribes heavy penalties for failure to comply with these requirements.

Application Forms for Fire Safety Certificates and Commencement Notice Forms are available on request from the Council's Building Control Section.

Meath County Council is obliged to keep open for public inspection a Register of Fire Safety Certificate Applications.

Meath County Council is the Building Control Authority for County Meath (including Navan, Trim, and Kells Town Councils)