

Basic Guide - What type of Commencement Notice should I submit ?

Step 1 - When is a Commencement Notice Required?

[Sept 2015]

A Commencement Notice (CN) is required to be submitted for the following:

- the erection of a building;
- a material alteration of a building;
- an extension to a building;
- a material change of use of a building;
- works in connection with the material alteration (excluding minor works) of a shop, office or industrial building where a Fire Safety Certificate (FSC) is not required.

However, you **DO NOT** need to submit a Commencement Notice if:

- the works are exempt from the Building Regulations (e.g. - it is not a building or is an exempt building type) OR
- you **Do Not** require Planning Permission and also **Do Not** require a Fire Safety Cert (FSC) - *except for (e) above*

Step 2 - What are the main types of Commencement Notice?

(a) Commencement Notice (with or without Opt Out from Statutory Certification) (generally known as Long CN)

- Plans, calculations and particulars to demonstrate compliance with the Building Regulations should be submitted with the Notice,
- Generally an Assigned Certifier must be appointed and Certificates of compliance must also be submitted
- The owner of works involving the construction of a new single dwelling or an extension to a dwelling, may when submitting the Notice, submit a 'Declaration of Intention to Opt Out of Statutory Certification'

(b) Commencement Notice without documentation (generally known as a Short CN)

- Only the CN form is required (*a site location map is required for works which don't require planning permission*)

Notes:

- All Commencement Notices (Short, Long or Opt Out) should be submitted online via the Building Control Management System (BCMS) which can be accessed via www.localgov.ie (For Further guidance see www.corkcoco.ie)
- For all notice types, including short CN, all persons must log into the BCMS to accept their nominated role

Step 3 - If I require a CN, what type of notice must I submit?

If you are required to submit a CN, the notice which you submit cannot be a Short CN if the Notice covers any of the following 3 conditions

- The design and construction of a new dwelling house
- “An extension to a dwelling involving a total floor area greater than 40m²” - see Article 9(2) of SI 9 of 2014
- Any works which require a Fire Safety Certificate

***** If any of these 3 options apply, the CN which you submit cannot be a Short CN *****

Examples of Notices which may be submitted as a Short CN -

- Construction of a detached single storey domestic garage - see note (b) below
- Construction of a single storey agricultural building larger than 300m² - see note (d) below

Notes:

- Attached domestic garage** - If the garage is attached to the house, then it is considered to be part of the house.
- Single storey detached domestic garage** - Exempt from Building Regulations if under 25m² & under 4m high (or 3m for a flat roof)
- Apartments** - Works to a single apartment or to an apartment building usually requires a Fire Safety Certificate.
- Agricultural Buildings** - Detached single storey agricultural buildings under 300m² are exempt from the Building Regulations.
- A two storey agricultural building is not exempt & may require a Fire Safety Cert and a Long CN
- 7 Day Notice** - A type of notice similar to a Long CN. Only for works with a valid Fire Safety Cert application.

Disclaimer: This document is intended only as a basic guide. For clarity it only addresses the most common scenarios. The responsibility remains on you to ensure compliance with the Building Control Regulations. You should always consult with your legal and technical advisors.

Further guidance on how to submit a Commencement Notice via BCMS is available on our website www.corkcoco.ie