Cork County Fire & Building Control Department

Advice on use of BCMS Applications Module

23rd July 2020

Divisional Offices

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This document provides basic advice on using the Applications Module of the Building Control Management System (BCMS)

More extensive guidance will be available on the NBCO BCMS Youtube channel.

Dispensations and Relaxations You are advised to contact our offices **BEFORE** you begin an application for a Dispensation/Relaxations.

- *See S.I. 526 of 2018 regarding DAC Applications*

7 Day Notices 7 Day Notices & associated FSC need to be submitted at the same time. To be Valid, **both** the 7 Day Notice and the FSC must be valid.

Sections

1 - Customer Accounts

2 - My Applications Tab

3 - Project Particulars Tab
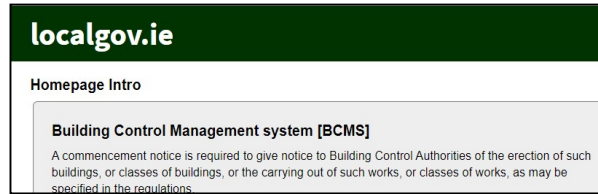
4 - Application Details Tab

5 - Nominate Roles Tab

6 - Statutory Documents Tab

8 - Payment Tab

9 – Pre Submission Check List

1 - Customer Accounts

> **localgov.ie**
>
> Homepage Intro
>
> **Building Control Management system [BCMS]**
> A commencement notice is required to give notice to Building Control Authorities of the erection of such buildings, or classes of buildings, or the carrying out of such works, or classes of works, as may be specified in the regulations.

✓ All parties should have their <u>own</u> personal customer account **BEFORE** you create the application.

✓ Log into https://www.nbco.localgov.ie/ to create a BCMS Customer Account

Company Names :

✗ The Company Name is currently not populating on the application forms.

✓ If you wish the Company Name to appear on the application form then you could consider including it as part of the named '*Persons name'* or '*Address Line 1'*

✓ For consulting firms which submit FSC/DAC applications, you can use the "OTHER" role to nominate a second staff member to the application.   This will facilitate access to the application if one staff member's Email account is unavailable.

✓ A person's name **must** be included in the Customer account. Do not provide a company name only .
Possible Options:

- First Name :   *John*   Surname :   *Murphy (on behalf of ACME Limited)*

- First Name   *ACME Limited*   Surname :   *(John Murphy)*

- First Name   *John Murphy*   Surname :   *ACME Limited*

- Address Line 1 :   ACME limited, Unit 1 New Road

Registration Details

✓ The requirement to be a registered professional only applies in the case of certain roles for Commencement Notices.

✓ If you are not a Registered Professional, you can select "Other" as your qualification

2 - My Applications Tab

From This Tab you can view your current Applications and Create a New Application.
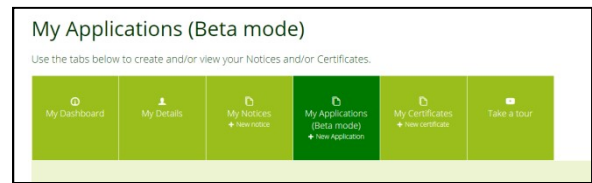
Creating a New Application

- ✓ Click on " +New Application" to create a new application

- ✓ Ensure that you select the correct application Type.

- ✗ You **CANNOT** change the Application Type after it has been selected.

Applications for Relaxation or Dispensations

- ✓ If you are considering submitting an Application for a Dispensation or Relaxation you should contact our Department <u>before</u> you begin your application.

- ✓ If considering a Dispensation/Relaxation, review S.I. 526 of 2018 in regards to DAC applications

- ✗ You are advised to contact our offices **BEFORE** you begin an application for a Relaxations of, or Dispensations from the Building Regulations.

7 Day Notice Applications

- ✓ 7 Day Notices & associated FSC need to be submitted **at the same time**.
- ✓ For either part to be made valid, **both** the 7 Day Notice and the FSC must be valid.

- ✗ The FSC application may be rejected as **INVALID** if no associated 7 Day Notice is submitted.
- ✗ The FSC application may be rejected as **INVALID** if the associated 7 Day Notice deemed INVALID
- ✗ The 7 Day Notice may be rejected as **INVALID** if the associated FSC is deemed INVALID

3 - Project Particulars Tab
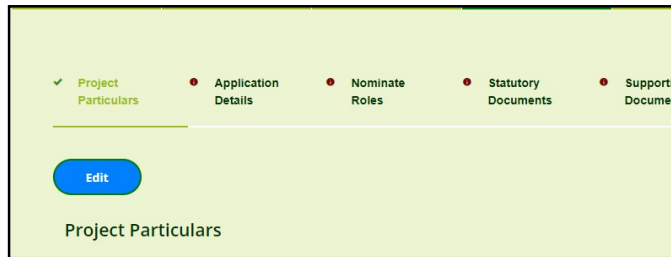
Project Name –

✓ Choose an appropriate Project Name. (It will not appear on the Granted Certificate)

✗ DO **NOT** enter a Person's Personal Name in the Project Name.

 (this does not preclude the use of names which are company names or premises names, E.g. Murphy's Bar)

The project Name will appear as a searchable field in the Online Register of Applications.

As such for Data Protection / GDPR Reasons, the application **CANNOT** be validated where it contains a person's private name

Classification of Works

✓ Select all Works types which are being carried out as part of the Application.

✓ The selected Classifications **must** correspond to the Development Description entered in the next field.

✓ EIRCODE – this field is NOT required where "*Construction of a NEW Building*" is Selected

✓ The Type of Works selected will decide the questions about Floor Area in the APPLICATION DETAILS Tab.

✗ If you later Edit the ' *Classification of Works or Building* '   Fields, go back to the APPLICATION DETAILS tab to review the Floor areas entered. The Floor area fields may have changed.

Development Description

✓ The Description which you enter will appear on the final granted Certificate.

✓ The Description should concisely and accurately describe the works. It should **not** contain superfluous items which do not form part of the application.

✓ The description should include :

    a) Description of the type of works   *[Construction of... Extension to...... Material alteration of ....]*

    b) Description of the type of building involved & some identifying detail

    c) For Revised FSC/DAC applications, it should reference the previous Application being revised.

    Example   Alterations to the design of new 2 storey office building from design granted under Fire Safety Certificate 20/FSC/S/12345

✗ Applications with incorrect or poorly worded descriptions may be rejected as INVALID

✗ DO **NOT** simply re-use your planning permission description.

✗ Items which are not relevant to the Building Regulations should not be referenced
Examples   "Permission for…." "Demolition of ……."

✗ DO **NOT** include Peoples names in the Development Description. For GDPR reasons such descriptions will be rejected as **INVALID**

> Once validated, the Development Description **CANNOT** be altered.
>
> Please ensure the description is correct **BEFORE** you submit your Application.
>
> If in Doubt, you should contact us to discuss your proposed Description **before** submission.

The Description should identify the Type of building involved and also the type of works which are being carried out in terms of:

- Construction of ……….   *Construction of 2 storey National School Building*

- Extension to ………   *Ground Floor Extension to Office Building*

- Material Alteration of ………   *Material alterations to 1st floor of Shop*

- Change of use from _____ to _____

Examples of Development Descriptions

✗ Proposed permission for office building   *(Works type not identified, 'permission' irrelevant)*

✓ Construction of 2 storey office building

✗ Extension to Building   *(Building type not identified)*

✓ Material Alterations and ground floor extension to 2 storey office building

✗ Pub alterations for John Murphy   *(Works not identified, Not GDPR compliant)*

✓ Material Alterations to Murphy's Bar.

✗ Prefab and all associated site works   *(project not described or identified)*

✓ Construction of single storey prefabricated school classroom building

✗ Demolition of house and construction of new office   (demolition of house not relevant to Application)

✓ Construction of 2 storey office building

✗ Change of use from shop   (New Use? & *Are material Alterations also being carried out?)*

✓ Material Alteration and change of use of shop to provide office use
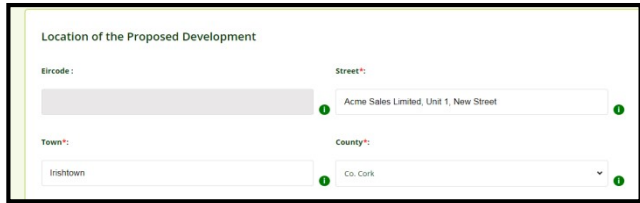

Material Alterations

Material Alterations are likely to be involved when an existing building undergoes an Extension or Change of Use.   If Material Alterations are also being carried out, they must be addressed on BOTH the Development description and in the Classification of works.

Note:

The Definitions for a Change of Use, Material Alterations and Extension under The Building Regulations are not necessarily the same as the definitions under Planning Legislation.

Location of the Proposed Development

✓ An Eircode is required for all **existing** buildings.

✓ If "*Construction of a New Building*" is selected, the Eircode field is greyed out and is NOT required.

✓ You must enter a full/proper postal address for the building.

✓ **Re-Check** the address after mapping. The mapping tool may have auto changed the address.

Mapping

✓ Ensure that the building is mapped to the correct location.

✗ The map location **cannot** be amended after the application is submitted.   This may result in **Invalidation**

✗ Make sure you Check the typed address after mapping, it may have auto changed.
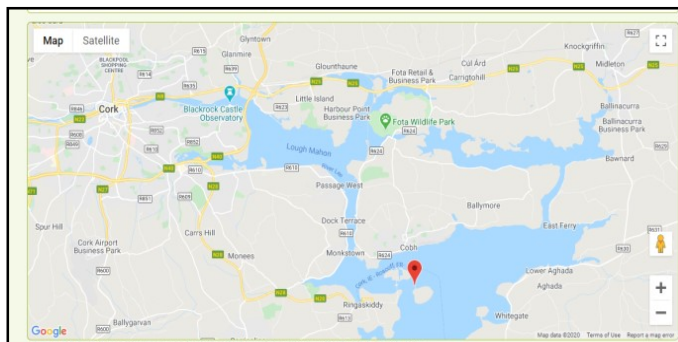
Caution !

Re-Check the typed address after the Building has been mapped.

The mapping tool may have auto-changed the address in error.

4 - Application Details Tab
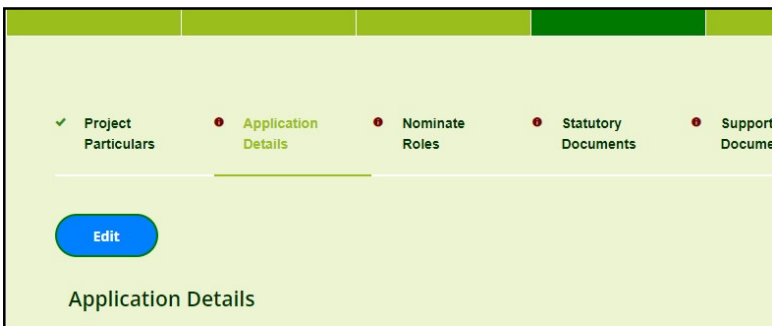
Main Construction Type

✓ Select the **main** construction type(s)

✗ Do **NOT** tick boxes for all the materials used.

Related FSC Application   *(DAC applications only)*

✓ This Field is used to calculate the DAC / Revised DAC fee   €800 or €500

✓ Leave **BLANK** if there is no Related FSC Application.   Do not enter "NONE" or such like.

✓ If **anything** is typed in this box, BCMS will charge a fee of €500 rather than €800

✓ If you wish to claim the €500 fee – enter the Related FSC Application number or Submission Number

✗ Do NOT enter "NONE" or other text

✗ The €500 applies to DAC Applications which coincide with a FSC Application and are submitted **BEFORE** the relevant works commence.

Fire Safety Certificate Fee Calculations

✓ BCMS Calculates the FSC fee from the floor areas that you enter.

✓ The Floor area questions asked are determined by the '*Classification of Works'* which you selected in the Project Particulars tab.

✓ If you later alter the "*Classification of Works*" you may have to review the Floor Area questions.

✓ Once all other tabs are completed, check that the calculated fee in the Payment Tab is correct.

✓ You **MUST** upload a **Fee Calculation drawing** to the **Supporting Documents Tab**. This drawing must clearly identifying the floors areas involved and how your floor area and fee was calculated.

✗ Once submitted, it is difficult to amend the fee. The Application may be rejected as **INVALID** if the fee is incorrect.

✗ The submitted Application form must contain the correct Floor areas and Fee. If you amend the Floor areas later, you will have to download, sign and re-upload a new updated version of the Application Form.

✗ **DO NOT** make hand written edits on the application form. The Application may be Rejected as **INVALID**

Total area of existing building (sqm)*:	Floor Area of Building Extension (sqm)*:
Total Combined Floor Area (sqm)*:	Floor Area of Material Alteration (sqm)*:

5 - Nominate Roles Tab

Nomination

✓ All parties including the applicant **MUST** have their own customer account using their own Email address.

✓ Ensure that all parties have properly completed their customer accounts **BEFORE** they are nominated.

✓ To Nominate a Person/Firm to a Role, enter their BCMS Customer account Email address.

✓ The information entered in the customer accounts will populate the fields in the downloaded statutory application form. If the customer account has blank fields, the form will not populate correctly.

WARNING !

The **only** hand written information on the Application Form should be the Applicants signature.

All other information on the form should be pre-populated from the information entered into BCMS

✗ **Do NOT** attempt to nominate someone who does not yet have a BCMS customer account

✗ **Do NOT** attempt to nominate someone by entering their name instead of their email address

Accepting Roles

✓ The creator of the application can accept the role directly.

✓ All other nominated people will be sent an Email inviting them to accept the Role

✓ They must log into the Application using their BCMS account and Accept the Role

✓ If missing the invite Email – Check your Junk Mail folder

Role - Applicant   (Owner/Leaseholder)

- ✓ The Applicant **MUST** have their own personal account, using their **own** Email Address.

- ✓ If the Applicant is also the Owner of the building, the owner role is automatically populated for you

- ✓ Notifications (including updates and a copy of the Granted Certificate) are mandatory for this Role.

- ✗ The Consultant should **NOT** assign themselves to this role (unless they also happen to be the Owner/Leaseholder)

Role - Person or Firm to whom notifications should forwarded

- ✓ This Role will be the Person/Firm who the Building Control Department will contact during the assessment of the Application.

- ✓ This Role should be the Consultants who prepared the Application and who can answer technical queries and provide additional / revised information as required.

- ✓ Notifications (including updates and a copy of the Granted Certificate) are mandatory for this Role.

Role - OTHER

- ✓ This Role is optional and may be left blank.

- ✓ This role can be used to link any other person you choose to the application.

- ✓ Consultancy firms submitting Applications could use the Other Role to nominate a 2nd person within their firm such that they are not reliant on a single customer account Email during the Applications assessment.

- ✓ Tick the box "*Receive Notifications*" if you wish this person to receive Notifications, including Application progress updates and a copy of the Building Control Authorities Decision.
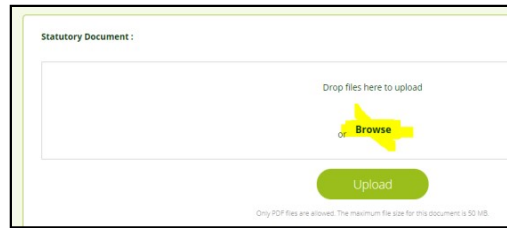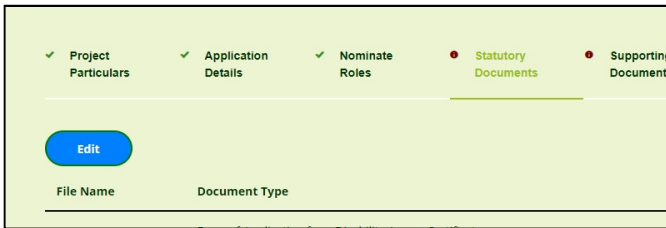
Receive Notifications

- ✓ The Designer and "Other" Role can choose to receive notifications or not

- ✗ If you do not tick this box, you will **NOT** receive updates notifications or correspondence in relation to the progress of the application.

6 - Statutory Documents Tab   (Application Form & Regularisation Certificate Declaration)

✓ The Statutory Documents, including the Application Form **must** be downloaded from this tab.

✓ The downloaded form is pre-populated with all of the information which was entered in previous tabs.

✓ Once downloaded, check the form, print and sign it and then used browse to upload the signed form.

✓ The Information entered on the Form **MUST** match the details typed into the system

> Your Application may be Rejected as **INVALID** if the Application Form is incorrect.
>
> The Application Form **CANNOT** be amended after Validation.

✗ Do **NOT** use hand written generic forms.   *- Use the pre-populated downloaded form*

✗ Do **NOT** hand write corrections/edits on the form.   *– Download an updated version of the form*

✗ Do **NOT** sign the form by typed script like font   *- The form must be signed*

Important Checks BEFORE submission

✓ Details on the Form   - Check that **ALL** details on the Application form are correct before submission

✓ Description   - Is the Printed Description of the works correct?

✓ Building Address   – Is the Printed Address Correct?

✓ Floor Areas   – Are the Floor areas printed on the form Complete and Correct?

✓ Fee   – is the Fee printed on the form correct?

✓ Signature   - The nominated Applicant must sign the form.

> If you later edit **an**y application details you **MUST** download a **new** corrected version of the statutory documents.
>
> The Application Form should be the pre-populated form downloaded from BCMS

7 - Supporting Documents
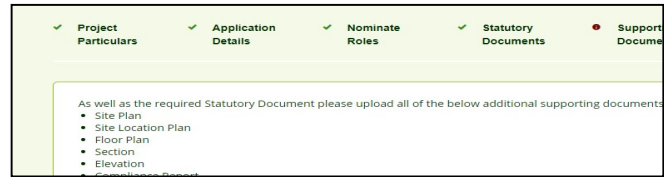
✓ The Application Report, drawings and any other document should be uploaded to this tab

✓ For each Application type, the Tab identifies the minimum documents which **must** be uploaded

✓ Separate documents / drawings should preferably be uploaded separately

✓ Where a single drawing contains more than 1 drawing type, then you may click all applicable drawing types.
Example :   Elevations and Sections on a single drawing.

> **Drawings <u>MUST</u> contain adequate Dimensions and should not rely on scaling.**
>
> **DAC Drawings <u>MUST</u> include adequate external details of Access Routes on the Ground floor plan.**

✗ The Supporting Documents Tab will not be complete until at least 1 of each document type is uploaded.

✗ You are advised **NOT** to upload multiple supporting documents as a single file. If during assessment any one document has to be revised, then your entire file of documents will have to be superseded.

Drawing Names

✓ Drawings should be given a logical concise file name

✓ Drawings named in a numerical or alphabetical format will be easier to sort and revise.

✓ *Example   DAC 01 – Site Plan Rev A*
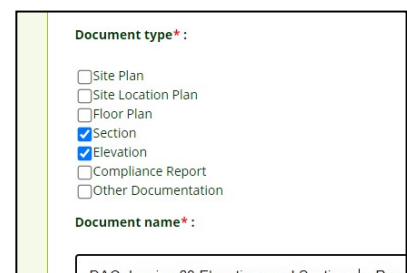
## As Existing Drawings

✓ '*As Existing*' Drawings are usually required for assessment of applications for Works to Existing Buildings.

✗ Applications for Alterations, Extensions and Changes of Use, may be Rejected as INVALID if they cannot be assessed due to lack of 'As Existing'

> **Advice**
>
> Open all uploaded Supporting Documents to ensure that they uploaded correctly.

8 - Payment Tab
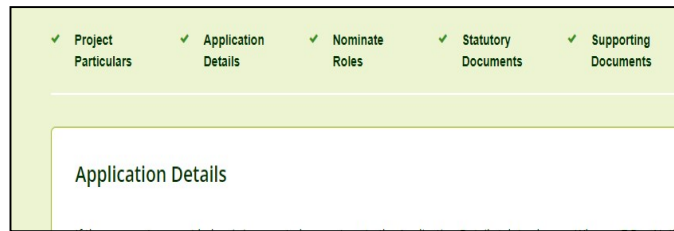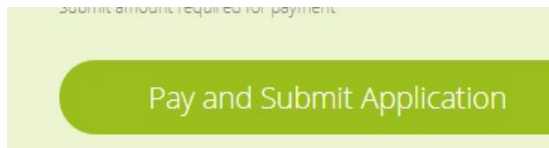
Clicking the Pay & Submit Application button submits the application. It is then no longer editable

BCMS calculates the fee due. If you think the fee is incorrect go back to the **Application Details** tab

- ✓ **FSC Applications**   - Check the Floor Areas entered in the Application Details Tab

- ✓ **DAC Applications**   - Check the "*Related FSC application*" field in the Application Details Tab

Fee Exemption

- ✓ A Reason must be provided with all Fee Exemptions

- ✓ You **MUST** upload a Fee Exemption Form to the Supporting Documents Tab.
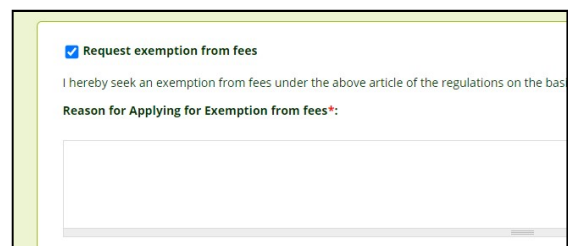
Payment of Fees

- ✓ All Fees should be paid through BCMS

- ✓ If you can't pay the Fee via BCMS and have paid by EFT or other means, you may submit the application by ticking the **Exemption From Fees** box

- ✓ In this case you must provide details of how the fee was paid, Including

  - Date of Payment

  - Amount paid **and** Method of payment

  - Transaction number, receipt number
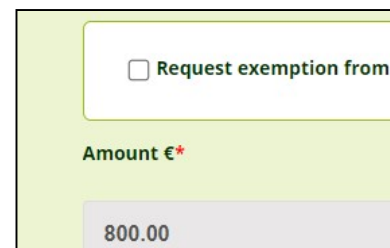
WARNING !

Your application is **NOT** considered submitted until it you submit it yourself via BCMS

If the fee was paid by calling our office or other means, you **MUST** still submit the application itself via BCMS

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9 – Pre Submission Check List.

To reduce the risk of your application being Rejected as **INVALID**, please ensure that all details are correct BEFORE you submit the application.

✓ Application Form   - are all details pre-populated correctly on the form

                                             - Has the nominated Applicant signed the Form?

                                             - Is the Address printed on the form Correct?

                                             - Have any details changed since you last downloaded the form?

                                             - <u style="color:red">do the details on the form match those currently entered in BCMS</u>

✓ Development Description   *– does it clarify both type of works proposed & the type of Building*

                                             - Description should NOT contain a person's personal name

✓ Supporting Documents   *- Are the Correct files uploaded, do they open correctly.*

                                             - Did you upload the correct version of the drawings & report ?

                                             - Do they contain sufficient detail (are there adequate dimensions)

                                             *- **FSC** - is the uploaded Fee Calculation Drawing Correct*

                                             *- **DAC -** do the g/f plans contain details of external Access Routes*

                                             - Existing Buildings – are ' As Existing' drawings provided ?

✓ Fee Correct   *- Is the calculated fee Correct.*

                                             -   Did you pay the correct fee

                                             -   If claiming a fee exemption, is a fee exemption form uploaded

✓ Dispensation/Relaxations   *- Did you contact our offices before submission*

✓ 7 Day Notice   *- Are both the 7 Day Notice and FSC submitted at the same time?*

<div style="border:2px solid red; color:red; text-align:center; padding:1em; border-radius:20px">

WARNING !

If you alter the details entered into BCMS, you must download, sign and re-upload the updated Application form

The Application Form should be the pre-populated form downloaded from BCMS

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