

Comhairle Chontae Uíbh Fhailí  
Offaly County Council, Áras an Chontae, Charleville Road,  
Tullamore, Co. Offaly.

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

**NOTICE TO THE BUILDING CONTROL AUTHORITY:**

Name of Authority: OFFALY COUNTY COUNCIL  
Address: ÁRAS AN CHONTAE,  
CHARLEVILLE ROAD  
TULLAMORE,  
CO. OFFALY.

**OFFICE USE ONLY**

Date received: \_\_\_\_\_

Register Reference: \_\_\_\_\_

Entered on: \_\_\_\_\_

Fee received: \_\_\_\_\_

Entered by: \_\_\_\_\_

**1.**

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 development as described below. (\* Cross out whichever is inappropriate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of person(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Commencement Date (of works): \_\_\_\_\_ Fee Payable (€) \_\_\_\_\_

**€30.00 per structure**

**2a PROJECT PARTICULARS: (In addition, for Residential Developments, please complete Section 2b below)**

Description of proposed development:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning Permission No. \_\_\_\_\_ Date of Grant: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

Fire Safety Certificate Number (if applicable): \_\_\_\_\_

Location of Development: \_\_\_\_\_

**2b. Residential Development Information:**

Total number of dwelling units (all phases) \_\_\_\_\_ Total no. of phases: \_\_\_\_\_

Phase for these commencement notice: \_\_\_\_\_ No. of units for this phase/commencement notice: \_\_\_\_\_

Commencement Date for this phase: \_\_\_\_\_ (Proposed) end-date for this phase: \_\_\_\_\_

**3. Builder:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Building Owner Details : ( if different from Section 1 above)**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Building Designer Details:**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Information:** Person(s) from whom 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:

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**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: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## **EXPLANATORY NOTE**

### **Form of Commencement Notice for Residential Development** ( Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations, 1997)

#### **Part 1 : Applicants Details**

**Signature:**

Application to be signed by applicant

**Date:**

Date application was submitted to Local Authority

**Commencement date for this phase:**

Commencement date of works for this development which must be 14 to 28 days from receipt of application

#### **Part 2a: Project Particulars**

**Description of proposed development**

A brief description of proposed development in accordance with Planning Application e.g *Construction of Dwelling House, domestic garage and all on site ancillary works.*

**Location of development**

Exact location of proposed development

#### **Part 2b: Project Particulars/Residential Development Information**

**Total number of dwelling units (all phases):**

The total number of units (houses and apartments) for the entire residential development, i.e the total number of all phases.

**Total number of phases:**

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. 1<sup>st</sup>, 2<sup>nd</sup>.

**Number of units for this phase:**

The corresponding number of units (houses and apartments) for this particular phase

**(Proposed) end-date for this phase**

Expected end-date for this particular phase of the development

## **Other Details Required**

### **Builder**

Details of contractor responsible the building of the development

### **Building Owner Details**

The person/s to whom the building belongs to if different from section 1

### **Building Designer Details**

Details of Architect or person responsible for the drawing of Building/Development Plans.

### **Information**

Details of persons or engineer responsible to provide plans, documents and other information when required to show that the building is built in accordance with design and complies with the requirements of the Building Regulations.

### **Drainage System Foundations**

Details of person or engineer responsible, to oversee the pouring of foundations and covering up of drainage systems

*If you require any further information please do not hesitate to contact*

*The Building Control Authority,  
Offaly County Council,  
Áras and Chontae,  
Charleville Road,  
Tullamore,  
Co. Offaly*

*Phone: 057 9357415*