


Form of Commencement Notice for Development
(Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations 1997 to 2009)

	<p align="center">Wicklow County Council County Buildings Wicklow Co Wicklow Telephone 0404 20148 Fax 0404 69462</p>	<p>Office Use Only Date Received _____ Register Ref _____ Entered on _____ Entered by _____ Fee Received _____</p>
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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. (*Delete whichever is inappropriate).

Signature: _____ Date: _____ Name of Person(s) _____
 (Block Capitals)
 Address: _____

Commencement date (of works) _____ Fee payable (€) _____ (€30.00 per building***)
Note: Phone number and email to be filled in overleaf

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

Description of proposed development: _____

Planning Register Reference No: ____/____/____ Date of Final Grant: ____/____/____ Date of Expiry: ____/____/____
 Fire Safety Certificate Number (if applicable) _____ Disability Access Certificate No (if applicable) _____
 Location of Development _____

2 b Residential Development Information

Total Number of dwelling units (all phases*) _____ 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: _____
Note: Phone number and email to be filled in overleaf

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

Name:- _____ Address: _____
Note: Phone number and email to be filled in overleaf

5. Building Designer Details:

Name:- _____ Address: _____
Note: Phone number and email to be filled in overleaf

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: _____
Note: Phone number and email to be filled in overleaf

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: _____
Note: Phone number and email to be filled in overleaf

ADDITIONAL CONTACT INFORMATION
NOT TO BE MADE AVAILABLE WITH THE APPLICATION

Please note: This page will not be published as part of the planning file

1. Applicant

Telephone No.	
Email Address	
Fax No.	

3. Builder

Telephone No.	
Email Address	
Fax No.	

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

Telephone No.	
Email Address	
Fax No.	

5. Building Designer Details

Telephone No.	
Email Address	
Fax No.	

6. Information

Telephone No.	
Email Address	
Fax No.	

7. Drainage System Foundations

Telephone No.	
Email Address	
Fax No.	

COMMENCEMENT NOTICE
BUILDING CONTROL REGULATIONS 1997 to 2009

(A) OBLIGATION TO GIVE NOTICE under Regulations* ,a Commencement Notice is to be submitted not less than fourteen days and not more than twenty-eight days before the commencement of works or the making of the material change of use.

(B) Fees under the regulations* fees are payable on the submission of commencement notices, as follows:-

Commencement Notice	€30.00, or where *** (a) the proposed works or the material change of use (as the case may be) relate to more than one building, and (b) neither Part III, not Part III of the Building Control Acts, 1991 and 1994, apply to such works or buildings, €30.00 in respect of each building
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MAXIMUM AND MINIMUM FEES

1. The maximum fee payable in respect of the submission of a Commencement Notice is €3,809.21.
2. Where a refund is being made in respect of the submission of a Commencement Notice the refund shall not be such as to reduce the balance of the fee to less than €30.00.
 - Statutory Instruments S.I. No. 496 of 1997 Building Control Regulations 1997 effective from 1st day of July 1988.
 - Statutory Instruments S.I. No 351 of 2009 Building Control (Amendment) Regulations 2009

IMPORTANT

IF PAYMENT OF DEVELOPMENT CONTRIBUTIONS AND CASH SECURITY BONDS IS BEING MADE BY CHEQUE, IT IS NECESSARY TO SUBMIT SEPARATE CHEQUES IN RESPECT OF EACH.

Should you require a fire certificate, please ensure you have obtained same from the Environmental Services Section, Wicklow County Council, County Buildings, Wicklow, (04040 20100) prior to forwarding commencement notice to the Planning Department, Wicklow County Council, County Buildings, Wicklow.