



29 October 2024

To: Directors of Planning Services, City and County Councils
CC: Chief Executives, City and County Councils
Senior Planners, City and County Councils
Directors of Regional Assemblies
Office of the Planning Regulator
An Bord Pleanála

Circular Letter: PL 07-2024

Re: Temporary Development Contribution Waiver: Commencement Notice and 7 Day Notice Arrangements

As you will be aware, [Circular Letter PL 02/2024](#) of 30th April 2024 announced an extension to the temporary period for the waiving of local authority Development Contributions in respect of residential development. The temporary period was extended to include residential development that is commenced on site before 31st December 2024.

In the first instance, please be advised that the Department is currently working through claims received under this waiver scheme, and payments to local authorities will issue over the coming weeks.

As noted previously in [Circular Letter PL 02/2024](#), developers are required in accordance with the Building Control Regulations to submit “Commencement Notices” or “7 Day Notices” (where applicable) to the relevant local authority prior to the commencement of works on site. Commencement Notices should be submitted to the local authority 14 to 28 days before it is intended to commence the works. A Commencement Notice or a 7 Day Notice may be filed electronically on the Building Control Management System (BCMS), or submitted manually to the local authority on the form for that purpose included in the Second Schedule to the Building Control Regulations.



It is an offence, under Section 16 the Building Control Act to commence works in the absence of a valid Commencement Notice or 7 Day Notice.

It is noted that local authorities will necessarily have specific operational arrangements for the year-end seasonal period and also that the BCMS will not be operational from the 20th December 2024 to 1st January 2025 for scheduled operational maintenance of the system.

In light of the above, the Department wishes to ensure that relevant “Commencement Notices” or “7 Day Notices” are submitted by those seeking to avail of the Development Contributions waiver in a timely manner to allow adequate time for their processing (validation) as appropriate.

Accordingly, it is therefore advised that relevant “Commencement Notices” or “7 Day Notices” **should be submitted on or before 17th December 2024**. Local authorities are requested to clearly convey this timeline to any relevant parties that intend to seek the Development Contributions waiver as soon as possible and well in advance of the date identified.

Any queries in relation to this Circular letter should be emailed to planning@housing.gov.ie.

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Paul Hogan
Assistant Secretary, Planning Division
Department of Housing, Local Government and Heritage