



**Building Control Authority:
Wexford County Council,
Planning Department,
County Hall,
Wexford.**

Telephone: 053 9176500 (option 2)

Website: www.wexfordcoco.ie

GUIDANCE NOTES WHEN COMPLETING A COMMENCEMENT NOTICE FORM

- Before starting construction, you must send a commencement notice to our Planning Department, who administer Commencement Notices for all Wexford Local Authorities. This notice is required by law, and works must not start unless you have submitted a valid notice. This is in accordance with legislation under - Building Control Act 1990 & 2007, and Building Control Regulations 1997 to 2009.
- The notice should be received by the Planning Department not less than 14 days and not more than 28 days before the date on which construction starts. The notification starts when the form is date-stamped in our office, so allow time for postage.
- A commencement notice may cover more than one building and there is a fee of €30 per building, up to a maximum of €3,800 per commencement notice. Without the fee, the commencement notice cannot be accepted.
- The notice contains 7 sections, all of which must be completed. If any information is omitted, the commencement notice is invalid, and returned.
- Use block capitals except where a signature is required.

Question 1

When you are completing name of person, this is the person – normally the owner and who has applied for planning permission – they will be invoiced for the planning contribution (if applicable). An acknowledgment will be sent to this address with a Building Control Register number, when the notice is accepted, or, returned with fee if invalid. Do supply a daytime contact telephone number.

Question 2.a

Give a brief, accurate description of the project and if a Fire Safety certificate is required, attach a copy of the cert.

Question 2.b

Residential Development information

Total number of dwelling units (all phases*): This is the total number of units (houses and apartments) in the entire development.

Total number of phases*: If the development is going to be constructed in phases, give the total number of phases.

Phase for this commencement notice: Specify which phase this commencement notice covers. If you omit this information, a planning contribution invoice will be issued for the full contribution relating to the entire development.

No. of units for this phase/commencement notice:** The number of houses and apartments under construction in this phase. This may be 1 for a one off house.

Commencement date for this phase: The date on which construction will begin on this phase of the development.

(Proposed) End date for this phase: - The expected end-date for this particular phase of the development.

If the commencement notice relates to more than one unit, a site map is required on which each unit is marked and uniquely numbered.

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Question 3

If you are constructing the building yourself, please enter self build under Name and your details.

If you are employing direct labour, please enter direct labour and your details.

Otherwise, enter the name, address and telephone number of the builder.

Question 4

Enter the name, address & telephone number of the person who owns the building or development.

Question 5

Enter the name, address and telephone number of the building designer. This might be an architect, engineer, surveyor or member of another construction profession. This is the person who drew the plans.

Question 6

This section is for details of the person who can provide technical information to the Building Control Authority if requested.

Question 7

Enter the name, address & telephone number of the person who can provide notification of when foundations are being poured or drainage systems covered up.

For your information:

The Commencement Notice is an important document. It is entered in the Building Control Register. Copies may be required by loan institutions, surveyors, solicitors and others when the property is being sold. An acknowledgement is issued on receipt of a valid notice. Keep this document for your records. A copy of an entry in the register is €12.50. The date of commencement on the notice must be correct. An incorrect date will make the Commencement Notice invalid, and it will not be possible to submit a corrected notice if the work has already started. In general, a notice cannot be submitted for work that has already started, and it is an offence to begin construction without submitting a commencement notice.