

Information on Submitting Commencement Notices

Revision 1 Date 3rd June 2014

From the 1st March 2014, all Commencement Notices should be lodged with the Building Control Authority (BCA) via the Building Control Management System (BCMS) which may be accessed via www.localgov.ie

This document is intended as a basic **un-official guide** to address some of the difficulties which have arisen to date. **It is not intended to act as an Official user manual for the BCMS system or an interpretation of the Regulations as applied to the BCMS.** Its intention is to provide a basic walk-through of the main screens in the BCMS for “long” Commencement Notices and aims to identify:

- (a) the more common reasons why the system may be preventing the submission of the notice, and
- (b) the main errors & omissions which are resulting in notices being rejected as invalid.

If you are having difficulties regarding credit card payments or any other specific difficulties with BCMS, you should contact the BCMS team via the contact details on the BCMS pages of the website www.localgov.ie

WARNING !

Once submitted, the Building Control Authority has very limited opportunity to alter the file. Where the submitted file is incomplete or contains errors, you should expect that it will be invalidated and you will have to begin the submission process again, including signing new forms.

It is strongly advised that adequate due care and attention should be paid when using BCMS and that the file should be checked before submission.

Current System Issue:

Short commencement notices cannot currently be facilitated on BCMS. This function should be available by Sept 2014. Until then, all Short Notices must be submitted in hard copy. (Copies of the new “short” notice form are available to download from www.localgov.ie)

Current System Issue:

The submission of a 7 Day Notices cannot currently be finalised on BCMS due to the requirement to submit the Statutory Declaration in hard copy. You should use BCMS to create the notice file in a similar manner to a Long Commencement Notice then – submit the fee & the hard copy of the Statutory Declaration to your local Building Control Department Office.

Warning! – Due to the short timeframe available to the Building Control Authority to process the Notice & the Fire Safety Certificate (FSC), the Notice will **immediately** be rejected as invalid if the FSC has not already been submitted.

Currently the FIVE most common reasons why Notices are invalidated are:

- 1) Users failing to provide critical details in their customer account. [particularly the Owner’s address]
- 2) Designers & Certifiers failing to provide valid qualifications and their personal registration number,
- 3) Accidental uploading of the wrong computer file when uploading documents,
- 4) Omission of one or more of the required documents [particularly the schedule & inspection plan]
- 5) Information entered in BCMS not matching the information on the signed & uploaded forms.

Basic Overview

In order to lodge a commencement notice via the BCMS program the following are the main steps required

- Step 1. Registration.** *All 4 parties (Owner, Builder, Designer, Assigned Certifier) should create and complete a customer account on the BCMS website.*
- Step 2. Select type of Notice required.** - Commencement Notice or 7 day notice
- Step 3. Completion of the initial project assessment** - Enter details of the proposed development.
- Step 4. Nominate Roles** - Assign the 4 parties to the notice.
- Step 5. Project assessment.** - Input details for the individual building(s) covered by the notice. BCMS can then automatically pre-populate the statutory forms for you.
- Step 6. Upload Statutory Documents.** – Print, sign, scan and upload the pre-populated forms
- Step 7. Upload Supporting Documents.** – upload the other required supporting documents.
- Step 8. Payment & Submission.** - the notice can only be submitted once each tab is complete and marked with a green ✓ symbol
- The fee is generally €30 per building.

You will be notified by [email](#) if your Notice has been validated & placed on the statutory Register. Works may then commence on the nominated commencement date specified in the Notice form.

WARNING !

If you commence works or a change of use of a building in the absence of a Valid Commencement Notice, there is no provision to retrospectively submit a Commencement Notice

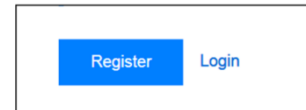
This may affect your ability to **ever** occupy, lease or sell your building.

WARNING !

The barcode number at the top of the statutory forms **MUST** match the submission number for the notice. **Do not** use forms printed from a previous notice, as this will result in invalidation.

(1) Registration - Creating a user account.

All users of BCMS must register a customer account. As this account will be used for all your future Notices, you should take the time to complete it properly.



The following are the most critical information which **must** be entered.

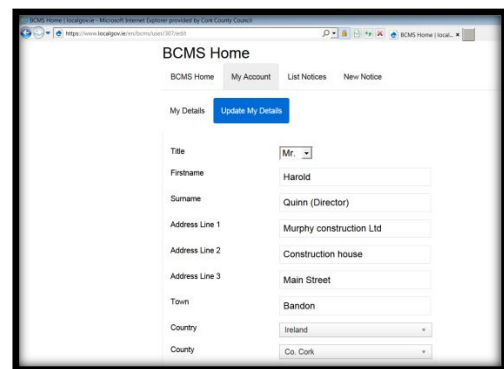
- Persons first name & surname - do **NOT** enter a company name here
- Persons address (6 lines available) - this may be a company address
- A contact telephone number
- An email address - all communication from BCMS is via email
- Company Name - Leave blank if not signing on behalf of a company
- Professional Qualifications - Relevant for designers & and certifiers only

WARNING !

*If **any** of the 4 parties omits **any** of the above information, the Notice may be rejected as invalid and the entire submission process will have to begin again from the start.*

Additional information for Owners and Builders

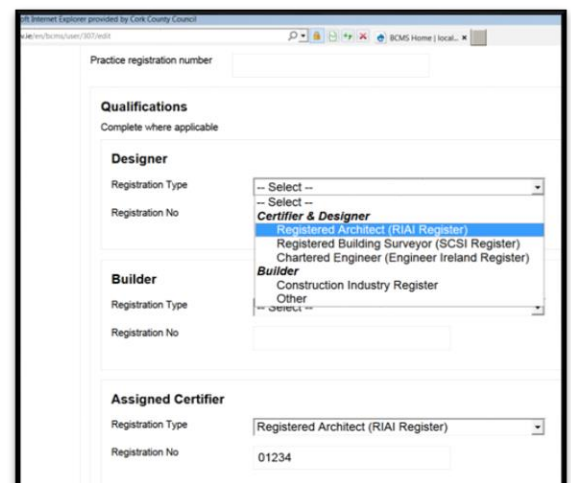
- Where the actual Owner or Builder is a company, the person authorised to sign the notice on behalf of the company **must** still enter their own name into BCMS.
- They may identify their role in the company after their surname. Eg "Principal" "Director" etc.



Additional information for both Assigned Certifiers and Designers

The Assigned Certifier and the Designer must be an individual named on one of the 3 Statutory Registers.

- The Statutory Register on which the individual is named should be selected from the drop down list.
- They must enter their own personal registration number and **not** their company's practice registration.
- Practice Registration numbers may be entered at a later screen if desired.
- If you wish to assume the role of Assigned Certifier **and** Design Certifier you must enter your Register details in both sections.



WARNING !

*The Owner is strongly advised to check that **BOTH** the Designer and the Assigned Certifier are legally qualified to sign the Certificates of Compliance. Their registration details can be checked on the website of the 3 professional bodies.*

www.RIAI.ie

www.engineersireland.ie

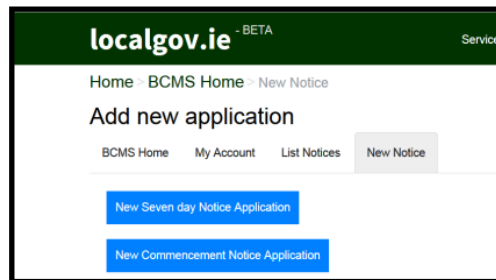
www.scsi.ie

(2) Creating a new Notice & Entry of Project Details

Warning !

Please ensure that all required project details are correctly entered before proceeding to Nominate Roles.

Failure to do so may cause blanks/errors when printing the forms and result in the Notice being invalidated.



- Project Name**
- Choose a short name which will adequately allow you to identify the project.
 - Preferably, the name should include townland or the nearest town. This will help you to identify the project at a later date.
Example: "Construction of dwelling house for John Murphy, (Mallow)"

- Number of Buildings**
- The number of buildings covered by the notice **MUST** be entered here.

Description of proposed development.

As this description goes on the Register of Commencement notices it must adequately describe the proposed works.

- what works are being carried out,
- what type of building(s) is being affected
- If the notice relates to more than 1 building, all buildings must be clearly identified or numbered.
- In the case of an extension to a dwelling house, you should clearly state the area of the extension.

ADVICE ! The description should preferably be in one of the following formats:

Construction of _____ Extension of _____ by _____m²

Material alterations to _____ Change of use of _____ to _____

Examples of suitable & unsuitable development descriptions

- ✓ Construction of dwelling house and detached single storey domestic garage.
- ✓ Construction of 5 dwelling houses, (Numbers 10 to 14 Cork Street Mews)
- ✓ Extension to dwelling house by 20m²
- ✓ Material alteration of Dwelling house to convert attic
- ✓ Material alterations and change of use of industrial building to office.
- ✗ "Alterations".
- ✗ "Extension to house"
- ✗ "Landscaping gardens, new driveway entrance, planting 20 trees, boring a well and works to house"

Advice.

Different regulations apply to domestic garages depending on their size and if they are attached or detached. You should clarify the size and type of domestic garage in the "Description of Development" otherwise it will be assumed to be over 25m² and detached. This may require the payment of an additional €30 fee.

(3) Nominate Roles.



- This tab only becomes available once the Project Details have been entered.
- Select the Nominate Roles tab and then use the blue *Edit Roles* button to nominate the Owner, Builder, Designer and Assigned Certifier.
- BCMS will then email the nominated persons and provide them with a link to access the notice.

[Edit Roles](#)

Warning!

To avoid delays, you should ensure that all parties have registered a customer account on BCMS before you proceed to the Nominate Roles tab.

Advice!

The person responsible for creating the Notice file should ensure that all parties have fully and properly completed their customer registration.

Where any one of the 4 parties has not inputted all of the required information in their BCMS customer account, the notice may be rejected as invalid and the submission process will have to be started all over again.

Currently, this is the reason for at least 50% of all invalidations.

(4) Project Assessment.

This tab is used to enter details & descriptions of all the separate buildings covered by the notice

- Use the blue Add Building button to add buildings to the notice.
- Each building must be identified and described separately
- A detached Domestic Garage must identified separately from the dwelling house
- Groups of identical buildings (e.g. a terrace of houses) may be entered together as a batch. Where this is done, the description used **must** clearly identify which buildings are in the group.

Add building

The screenshot shows the 'localgov.ie' website interface. At the top, there is a navigation bar with 'localgov.ie - BETA', a 'Service' dropdown menu set to 'Business And Economy', and a search bar. Below this, the breadcrumb trail reads 'Home > BCMS Home > List Notices > View application'. The main heading is 'Project: Construction of dwelling house for John Murphy (Mallow)'. A secondary navigation bar includes 'BCMS Home', 'My Account', 'List Notices', 'New Notice', and 'Logout'. The 'List Notices' tab is active, and within it, the 'Project Assessment' sub-tab is selected. Below the tabs, the project details are listed: ID: 75, Form type: Commencement Notice, Form status: Incomplete, and Form description: Construction of new Dwelling house. A table below this lists building details:

Purpose group	Number of phases	Sub group	Quantity	Construction	Storeys	Height	Edit	Delete
Residential (Dwellings)		Dwelling House	1	Timber Frame	3	8.00	Edit	Delete

At the bottom left of the form area, there is a blue 'Add building' button.

Warning!

You should ensure that the total number of buildings listed in the project assessment tab matches the number of buildings entered in the Project Details tab.

Warning!

Failure to adequately identify each building in the Project Assessment may result in delays to, or invalidation of, the Certificate of Compliance on Completion.

(5) Statutory Documents

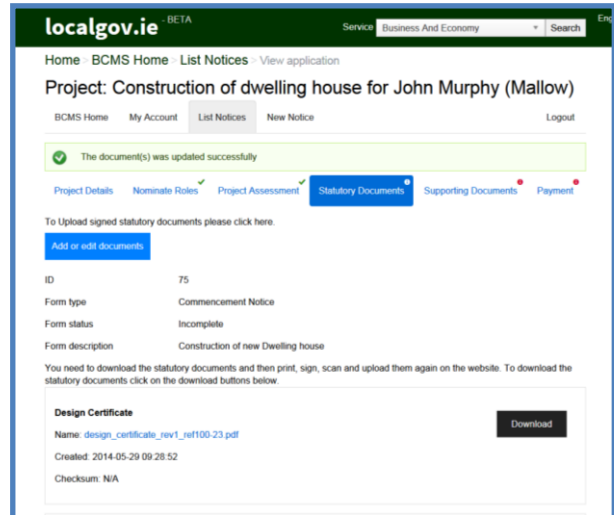
From this tab you can download the 6 required statutory forms which are pre-populated with the details which should have been entered in the previous tabs.

Once signed, they can be uploaded along with the “list of supporting documents”

The 7 Statutory documents are:

1. The Design Certificate
2. Notice of assignment (builder)
3. Notice of assignment (certifier)
4. The Commencement Notice form
5. Undertaking by builder
6. Undertaking by Assigned certifier

(7) The Supporting Documents List



On this screen you should :

- 1) Before downloading, carefully check the previous tabs to ensure that all required data has been entered.
- 2) Download the 6 pre-populated forms using the **BLACK** download button.
- 3) Have the relevant persons sign the forms as required.
- 4) Scan the signed forms and save in PDF format. Check that files are under 8MB
- 5) Upload the signed forms back into the system using the **BLUE** “Add or edit documents” button
- 6) Upload the Supporting Documents List from your own files.

Warning!

All printed forms should be proof read to ensure that none of the required data fields are blank. Where information is missing from the forms, you should go back to the relevant screen/tab and enter the omitted data. Then re-download the form with the information now printed.

The Notice may be invalidated if you just hand write the missing information onto the form

Warning!

Under no circumstances should you submit forms from a previous notice. The new Notice will be invalidated if the barcode at the top of the form does not match the new submission number.

Advice !

1. A significant number of notices are invalidated every week due to simple errors uploading the wrong files. We would **strongly** advise that after scanning and uploading, you should open and check the uploaded documents to ensure that you have uploaded the correct document and that it includes all required pages.
2. To avoid this common error we would strongly advise that the scanned signed forms should be given a file name which identifies them at a glance & includes what the document type is, *Example. Design Certificate_rev1_project100-23.pdf*

Current System Issues

BCMS is not currently prepopulating the following data fields when printing the forms. Until such time as this is resolved, you must write the information into the forms **and** ensure that the information has actually been correctly entered into BCMS

NB - No other information should be hand written, as per above warning

guide-for-filing-commencement-notices-electronically.docx

(check for updates)

Page 7

- (a) Some correctly entered phone numbers are incorrectly printing as 01 2345678
- (b) The correctly entered Designer's register number is not printing on the Design Certificate

Step 7. Upload Supporting Documents.

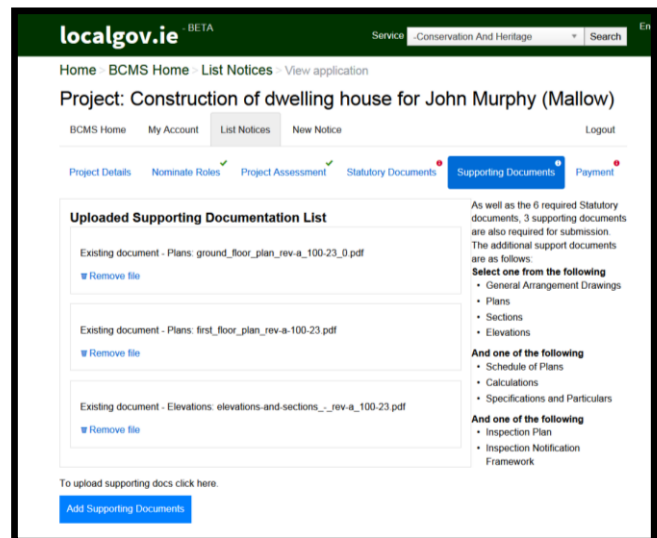
This tab should be used to upload all other required supporting documentation.

Warning !

The wording on this screen could give the impression that only 1 of each of the document types is required.

Such an interpretation would be **INCORRECT**.

The Notice will be rejected as INVALID unless **ALL** documents as set out in Article 9(1)(b) of the Regulations are provided.

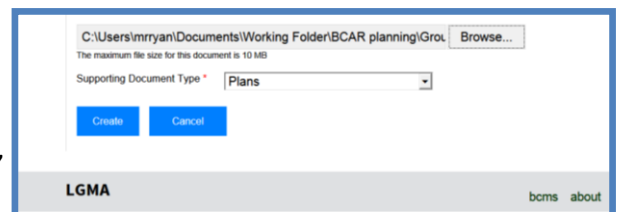


On this screen you are required to do the following :

Select the **BLUE** "Add Supporting Documents" button to add supporting Documents

For each file you should do the following:

- (1) Use the browse button to find the file on your computer,
- (2) Carefully select the document type from the drop down list,
- (3) Click on the Create button.



Warning !

Due care and attention should be taken when selecting document types

If you do not assign the correct "**supporting document type**" you may have difficulty advancing to submitting the Notice as the BCMS may think that you are missing some required documents.

Warning!

**** All files uploaded must be in PDF format. Files should not exceed 8MB ****

Advice !

To help ensure that you upload all required documents correctly, we would strongly advise that each file should be given a name which helps to identify it at a glance. The File name should include (a) the document type, and (b) your project reference number.

Example. Ground Floor Plan_rev1_ref100-23.pdf