

**Second Schedule**  
**Form of Commencement Notice for Development**

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

**Name of Authority:** Athlone Town Council

**Address:** Civic Centre  
Church Street  
Athlone  
Co Westmeath

**OFFICE USE ONLY**

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

Register Ref: \_\_\_\_\_

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

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

Fee Received: \_\_\_\_\_

**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 (€): \_\_\_\_\_

**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 this 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: \_\_\_\_\_

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

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

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

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**5. Building Designer Details:**

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

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

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

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

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**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: \_\_\_\_\_

# COMMENCEMENT NOTICE

## IMPORTANT NOTICE

Attached herewith please find blank Commencement Notice.

Work should not commence prior to the relevant planning permission taking effect. You should satisfy yourself as to whether or not a Fire Safety Certificate is necessary. You should also ensure that any development levies due on foot of your planning permission have been paid.

Take note that it is essential to submit a completed Commencement Notice and to give **AT LEAST 14 DAYS NOTICE AND NOT MORE THAN 28 DAYS NOTICE** prior to commencement of works. Site clearance may be carried out during this time. In order to comply with this requirement you should arrange to allow for postage time if necessary.

Completed Commencement Notices should be returned to:

**Athlone Town Council  
Civic Centre  
Church Street  
Athlone  
Co. Westmeath.**

**Phone (090) 6442100  
Fax. (090) 6479020**

## **NOTES FOR THE COMPLETION OF THIS FORM**

**This Notice is to be submitted not less than 14 days and not more than 28 days before commencement of the works or the material change of use and accompanied with the appropriate fee of €30 per building up to a maximum of €3,800. All cheques and postal orders are to be made payable to Westmeath County Council. (For list of exempted buildings see attached sheet.)**

**Commencement Notices are required for:**

- 1. (a) The erection of a building.**  
**(b) The material alteration or extension of a building, and**  
**(c) A material change of use of a building,**  
  
**to which the Building Regulations apply, other than exempted development for the purpose of the Local Government (Planning and Development) Acts, 1963 and 1993.**
  
- 2. Any works for which Fire Safety Certificates are required under Part III of the Building Control Regulations 1997.**

**NOTE: All work must be carried out in accordance with the Building Control Act 1990 and associated Regulations.**