

Second Schedule

Form of Commencement Notice for Development

(Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations, 1997 to 2009)

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): _____

Disability Access 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: _____

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

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

5. Building Designer Details:

Name: _____ Tel: _____ Fax: _____

Address: _____ Email: _____

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: _____

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 to 2009**
- 3. Any works for which Disability Access Certificates are required under Part IIIB of the Building Control Regulations 1997 to 2009**

NOTE: All work must be carried out in accordance with the Building Control Acts 1990 and 2007 and associated Regulations.