

FORM OF 7 DAY NOTICE
Building Control Acts 1990 and 2007

Building Control Authority:

Unique Identifier: _____
(for official use only)

**Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim**

1. I hereby give 7 days notice in accordance with Part IIIA of the Building Control Regulations 1997 to 2014 that it is intended to carry out the development as described below.

Name of Building Owner(s): _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Proposed Commencement Date: _____

2. I enclose the fee payable for making this Notice of € _____

3a. PROJECT PARTICULARS: (In addition, for Residential Developments, please complete Section 3b below)

Description of proposed development: _____

Planning Permission No.: _____ Date Granted: _____

Date of expiry: _____

Valid Fire Safety Certificate Applied for (date): _____

Fire Safety Certificate No.: _____

Location of development: _____

Number of buildings: _____ Number of new buildings: _____

Use of buildings: _____

3b. Residential Development Information:

Total number of dwelling units (all phases*): _____

Total no. of phases* _____ of which _____ are multiple unit dwellings.

Phase being commenced under this 7 Day Notice: _____

No. of units covered by this phase/ 7 Day Notice** : _____

Commencement date for this phase: _____

(Proposed) End-date for this phase: _____

* Where applicable, i.e. phasing not relevant for single houses.

** Include single house figure here also.

4. Builder:

Name: _____

Address: _____

Construction Industry Register Ireland registration number (where applicable): _____

5. Building Designer Details:

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

Where required under Part IIIA of the Building Control Regulations 1997 to 2014, the mandatory certificate of design compliance signed by the above Designer accompanies this 7 Day Notice.

6. Submission of Documents (where applicable): A Schedule of Documents accompanying this 7 Day Notice is attached in the following format:

Schedule of Documents (Plans, Calculations, Specifications, Ancillary Certificates & Particulars)

Document	Reference	Description/Remarks

7. Signature by Building Owner:

Signature: _____ Date: _____

(Building Owner)

7 DAY NOTICE STATUTORY DECLARATION
Building Control Acts 1990 and 2007

Building Control Authority:
Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim

OFFICIAL USE

Date Received _____

Register Ref. _____

Entered on _____

Entered by _____

I / We _____

of _____
do solemnly and sincerely declare that I / we have made an application to the above Building Control Authority for a Fire Safety Certificate in respect of works commencing not less than 7 days from this date.

Description of works: _____

located at _____

pursuant to Article 12 of the Building Control Regulations 1997 to 2014 and I / we solemnly declare that the application has been completed in full and complies in all respects with the relevant provisions of the Building Control Regulations.

I / We further solemnly declare that any works that have commenced before the grant of the Fire Safety Certificate will comply fully with the Building Regulations and I / we will, within such period as may be specified by the Building Control Authority, carry out any modification of such works that is required by or under the Fire Safety Certificate, including any condition(s) attached to the Fire Safety Certificate when granted by the Building Control Authority.

Signed: _____

Date: _____

Signed in the presence of Commissioner of Oaths:—

Name: _____

Address: _____

Signature: _____

Commissioner of Oaths

Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect.

DESIGN CERTIFICATE
Form of Certificate of Compliance (Design)

Building Control Authority:

Unique Identifier: _____
(for official use only)

**Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim**

1. This certificate relates to the following building or works:

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.
3. I confirm that I have been commissioned by the building owner to design, in conjunction with others, the building or works described above and to certify such design. I further confirm that I am a person named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969 and that I am competent to carry out my design and to coordinate the design of others for the building or works concerned.
4. I confirm that the plans, calculations, specifications, ancillary certificates and particulars included in the schedule to the 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence by me, and by other members of the design team and specialist designers whose design activities I have coordinated, have been prepared to demonstrate compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.
5. I certify, having exercised reasonable skill, care and diligence, that, having regard to the plans, calculations, specifications and particulars which have been prepared by me and others and having relied on ancillary certificates and particulars referred to at 4 above, the proposed design for the works or building is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ Date: _____

Person's Name: _____ Registration No.: _____

On behalf of: _____ (company name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

NOTICE OF ASSIGNMENT OF ASSIGNED CERTIFIER
(Notice of Assignment of Person Assigned to Inspect and Certify Works)

Building Control Authority:

Unique Identifier: _____
(for official use only)

**Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim**

1. This notice of assignment relates to the following building or works:

2. As the building owner, I have assigned the following person as Assigned Certifier, being a person named on a register maintained pursuant to Part 3 or Part 5 of the Building Control Act 2007 or Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969. I am satisfied having regard to the Code of Practice for Inspecting and Certifying Buildings and Works that the person so assigned is competent to inspect the building or works and to coordinate the inspection work undertaken by others, and to certify the building or works for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Name: _____

Qualification(s): _____ Registration No.: _____

On behalf of: _____ (Company/Practice name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

3. Any requests under the Building Control Act 1990 for plans, documents, specifications and other information, as may be necessary to show that the building or works, if built in accordance with the design proposed, will comply with the requirements of the Building Regulations, may be directed to the person so assigned.
4. I undertake to notify the Building Control Authority in writing of any change in the person assigned to inspect and certify the building or works as notified herein.

Building Owner's Signature: _____ **Date:** _____

UNDERTAKING BY ASSIGNED CERTIFIER
Form of Certificate of Compliance

Building Control Authority:

Unique Identifier: _____
(for official use only)

Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim

1. This certificate relates to the following building or works:

2. In accordance with the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I undertake to use reasonable skill, care and diligence, to inspect the building or works and to coordinate the inspection work of others and to certify, following the implementation of the inspection plan by myself and others, for compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works to which the accompanying 7 Day Notice together with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule thereto refer.

Signature: _____ Date: _____

Person's Name: _____ Registration No.: _____

On behalf of: _____ (company name where relevant)

Address: _____

Tel: _____ Fax: _____ Email: _____

Practice registration number (where relevant): _____

NOTICE OF ASSIGNMENT OF BUILDER

Building Control Authority:

Unique Identifier: _____

(for official use only)

**Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim**

1. This notice of assignment relates to the following building or works:

2. As the building owner, I have assigned the following person as Builder of the building or works and I am satisfied that they are competent to undertake the works so assigned on my behalf.

Builder's Name: _____

Address: _____

Tel.: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____

3. I undertake to notify the Building Control Authority in writing of any change in the person assigned as Builder of the building or works as notified herein.

Building Owner's Signature: _____ **Date:** _____

**UNDERTAKING BY BUILDER
FORM OF CERTIFICATE OF COMPLIANCE**

Building Control Authority:

Unique Identifier: _____
(for official use only)

**Leitrim County Council
Fire Brigade HQ
Priests Lane
Carrick-on-Shannon
County Leitrim**

1. This certificate relates to the following building or works:

2. I confirm that I have been commissioned by the building owner to undertake the works described above and that I am competent to undertake the works concerned. I further undertake to ensure that any persons employed or engaged by me to undertake any of the works involved will be competent to undertake such works.
3. I undertake to construct the building or works in accordance with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule to the 7 Day Notice to which this undertaking refers and certified under the Form of Certificate of Compliance (Design), or as subsequently issued to me and certified and submitted to the Building Control Authority, and such other documents relevant to compliance with the requirements of the Second Schedule to the Building Regulations as shall be retained by me as outlined in the Code of Practice for Inspecting and Certifying Buildings and Works.
4. Having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, I further undertake to cooperate with the inspections set out in the inspection plan prepared by the Assigned Certifier and to take all reasonable steps so as to ensure that I shall certify that the works or building is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

Signature: _____ **Date:** _____

(where the signatory is an employee) On behalf of: _____

Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Construction Industry Register Ireland registration number (where applicable): _____