



PRACTICE NOTE 3

COMMENCEMENT NOTICE DRAWINGS & DOCUMENTATION

1. **S.I. 9 of 2014** requires under “*Form of Commencement Notice*”
 9. (1) “A commencement notice shall be —
 - (a) -----
 - (b) Subject to paragraph (2), accompanied by—
 - (i) “**such plans, calculations, specifications and particulars** as are necessary to outline how the proposed works or building will comply with the requirements of the Second Schedule to the Building Regulations relevant to the works or building concerned, and including—
 - (I) **general arrangement drawings** including plans, sections and elevations,
 - (II) **a schedule** of such plans, calculations, specifications and particulars as are currently designed or as are to be prepared at a later date,
 - (III)-----
 - (IV) the preliminary Inspection Plan prepared by the Assigned Certifier, ---”.
2. The **Schedule**/list of documents designed and to be designed during the course of construction for demonstrating compliance with Parts A to M of the Building Regulations may be requested at any time by the Building Control Authority for upload during the construction or at completion stage. An Example of a **Schedule of Documents**, which may demonstrate compliance with Parts A – M, is attached in **Appendix B**. Designers must use their **professional skill and judgement** in deciding what elements in the Schedule are **appropriate** to their particular project.

3. The Detail Drawings included in the **Schedule** show specific elements and details for compliance with the Building Regulations and are generally separate to the layout plans, sections and elevations shown in the general arrangement drawings. An Example for a **Domestic Dwelling**-not prescriptive is also attached in **Appendix A**. Designers must use their **professional skill and judgement** in deciding what elements are **appropriate** to their particular project.
4. Paragraph 5.1 of the **Code of Practice** for Inspecting and Certifying Buildings and Works repeats, at (a), (b) and (d), the requirements of S.I. 9 of 2014 referred to at 1 above.
5. **Paragraph 5.1** also states that the plans and documentation required at commencement stage

“may, typically, also include:

- (e) drawings of particular details as appropriate;
 - (f) drawings showing work that is below ground;
 - (g) general arrangement structural drawings showing the main structural elements
 - (h) specifications including materials and products; and performance specification for elements that may be the subject of ancillary certification.”
6. Paragraph 5.2, under **“Other Documentation”** notes the following:

“Key documents as is appropriate should be submitted depending on the particular building works.

Structural calculations and site investigation reports do not have to be submitted at commencement stage. However, they should be kept and made available on request to the Building Control Authority. The information should be provided to the Building Control Authority within two weeks of being requested.”

7. Paragraph 5.3, under **“Lodgement of plans at a later stage”** notes:

“Design work that is due for completion and specialist design that is not available for submission at commencement stage should be certified and submitted at a later stage. Drawings and documentation for these designs should be submitted before the relevant work commences, with Ancillary Certificates of Compliance, where appropriate. Similarly, drawings and documentation for **significant changes or omissions** should be certified and submitted before the relevant work commences.”

APPENDIX A

Example of Schedule of Documents which may Demonstrate Compliance – Domestic Dwelling Houses – not prescriptive

Available prior to commencement (and/or may be requested at any time by the Building Control Authority for upload during the construction or at completion stage).

1. **Compliance Report based on Building Regulations A – M 1997 – 2017:**
Including any calculations/specifications which cannot be visually demonstrated on a plan drawing where such information is required for initial procurement or early stages of the works e.g. timber frame selection, substructures, requirements for discharge pipes, required distances between drainage access points, etc.
2. **Site Location/Layout plan at a scale of 1:1000/1:2500**
3. **Any site investigation reports**
4. **Floor plans (each floor separately) at a scale of 1:100**
5. **Elevations (each elevation) at a scale of 1:100**
6. **Sections (long & cross sections) at a scale of 1:100**
 1. **Foundation details at a scale of 1:50**
 2. **Ground floor details at a scale of 1:50**
 3. **First & subsequent floor details at a scale of 1:50**
 4. **External wall details at a scale of 1:50**
 5. **Surface & foul wastewater plans & sections**
7. **Roof plan & sections**
8. **DEAP Calculations (provisional BER, where appropriate)**
9. **Details relating to any soakaways, SUDS, percolation area, septic tanks/ advanced wastewater treatment systems, (where necessary)**
10. **Details relating to any gas/heat installation showing location of Oil Heating appliances and Flues ***
11. **Structural calculations ****

Designers must use their **professional skill and judgement** in deciding what elements in the Schedule are **appropriate** to their particular project.

* Full details of design to be available prior to commencement of works and before completion cert stage

** Structural calculations to be available on request by Building Control Authority

APPENDIX B

e.g. for Apartments, Duplexes and other Multi Unit Developments requiring FC & DAC

Schedule of Documents which may Demonstrate Compliance Part A-M		
Structure (Part A)	Site Investigation Report	Report
	Foundations - general arrangement	Plan
	Super structure - general arrangement & disproportionate collapse	Section
	External wall cladding structural arrangement	Section
	Structural design calculations/codes used/assumptions made, etc	Report
Fire (Part B) - Mandatory Up Load if Fire Certificate Required or 7 Day Notice submitted	Fire Certificate/7 day notice. Full account of both Part B sections of TGD's for both dwellings and multi unit dwellings requiring FSC should be reflected in submission	Certificate
	Fire Cert report	Report
	And/Or	And/Or
	Means of escape	Plans & elevation
	Internal spread of fire (linings & structure)	Plans & elevation
	External spread of fire	Plans & elevation
	Access and facilities for fire	Plans & elevation
	Design Certificates as may be required under an Irish Standard e.g. Fire Alarm System, Emergency Lighting System	
Site Preparation (Part C)	Subsoil drainage arrangement	Plans & cross sections
	Treatment of site contaminants/landfill gas	Report
	Radon measures	Design
Resistance to Moisture (Part C)	Resistance to moisture (incl cladding)	Plans & sections
Materials (Part D)	Specification of material fit for use in conditions of use incorporating CPR Requirements	Specification Documents
	Location of Letter plates	Elevation
Sound (Part E)	Sound resistance build-up of relevant floors and walls	Plans & sections
	Airborne Sound	Tests Report ***
	Impact Sound	Tests Report ***
Ventilation (Part F)	Ventilation rate calculations	Report
	Ventilation system – general arrangement	Plans, sections, elevations
	Adequate Roof ventilation	Sections & elevations
Hygiene (Part G)	Adequate Bathroom and Kitchen facilities	Plans
	Adequate Hot and Cold Water Supply	Plans & Sections
	Adequate Sanitary conveniences and washing facilities	Plans

Drainage (Part H)	Adequate – foul waste drainage system to main sewer	Plans, sections and elevations
	Adequate surface water drainage system to main sewer or watercourse	Plans, sections and elevations
	Adequate wastewater treatment system (septic tank or packaged wastewater treatment system)	Plans and services
Heat producing appliances (Part J)	Air supply to appliances	Plans and elevations
	Discharge from appliances (Chimneys, flues, fireplaces)	Plans and elevations
	Carbon monoxide alarms	Plans
	Flue terminals	Plans & elevations
	Flue storage system	Plans & sections
Stairways, Ladders, Ramps and Guards (Part K)	Safety Details – Guarding at edges (floors, balconies, roofs to prevent people and vehicles falling) and stairs configuration	Plans & sections
Conservation of Fuel and Energy (Part L)	DEAP/NEAP calculation	Report - BER
	Build-up of fabric elements – walls, ground floors, roofs etc.	Plans & sections
	Space and water heating system	Plans & sections
Access and Use (Part M – Mandatory upload if DAC Required)	DAC	DAC
	Statement of Compliance	Report
	And/Or	And/Or
	Approach to dwelling	Plans, sections & elevations
	Access to dwelling	Plans
	Circulation within dwelling	Plans
	Sanitary facilities for dwelling	Plans
	Switches and sockets in dwelling	Plans sections & Elevation
	Aids to communication	
General	Any design certificate or document prescribed under an Irish Standard, where that Irish Standard is specifically referred to in a TGD, should also be referenced, whether available, or to be made available	

Designers must use their **professional skill and Judgement** in deciding what elements in the schedule are **appropriate** to their particular project.

Elements that have been designed at commencement stage and have yet to be designed should be clearly identified.

***** Tests to be carried out when appropriate and prior to completion certification stage**