

**Building Control Acts 1990 and 2007**

**7 Day Notice**

Fire & Building Control  
Monaghan County Council  
Monaghan Fire Station  
Annahagh  
Monaghan  
Co. Monaghan

**OFFICIAL USE**

Date Received \_\_\_\_\_  
Register Ref. \_\_\_\_\_  
Entered on \_\_\_\_\_  
Entered by \_\_\_\_\_  
Fee Received \_\_\_\_\_

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1. I, the undersigned, hereby give 7 days notice in advance of commencement of work on behalf of the person(s) named below \*(at question 4) to the above Building Control Authority (in accordance with Part III A of the Building Control Regulations 1997 to 2009) that I / the person(s) named below \*(at question 4) intend to carry out the development as described below.  
*(\*Delete whichever is inappropriate)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name of person (s): \_\_\_\_\_ Email: \_\_\_\_\_

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

Commencement date (of works): \_\_\_\_\_ Fee payable (€): \_\_\_\_\_

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**2. PROJECT PARTICULARS:**

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: \_\_\_\_\_

**3. Builder Details:**

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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**5. Building Designer Details:**

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

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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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: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Data Protection Notice pursuant to the Data Protection Acts 1988-2018 (as amended) and the General Data Protection Regulation (GDPR)**

**Fire & Building Control – 7 Day Notice**

The purpose of this notification is to set out some information regarding the collection and processing of your personal information by Monaghan County Council (the 'Council'). During the course of its activities the Council collects, stores and processes the personal data of its service users in order to provide the most effective and targeted range of services to the citizens, communities and businesses of County Monaghan. The Council is the data controller in respect of this data.

For full details of the collection, processing and sharing of your personal data by the Council and your rights in this regard, please see our Privacy Notice which is available at [Privacy Notice](#) .

**What type of personal data is collected and processed?**

The types of personal data that we collect, and process includes your:

- Name, Address, Email, Phone Number.
- Name, Address, Email, Phone Number of Builder.
- Name, Address, Email, Phone Number of Building Owner.
- Name, Address, Email, Phone Number of Building Designer.

There is no Special Category Personal Data collected.

**Why does the Council collect this personal data?**

The council collects this information in order to manage and administer the relationship between you and us for the purpose of assessing and processing your 7 Day Notice.

We require your contact details in order to communicate effectively with you as part of this relationship with you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

**Lawfulness of processing**

We process this personal data

- In the exercise of official authority vested in the Council as the Controller by virtue of its statutory functions set out under the Building Control Acts 1990 & 2007 and Article 6 (1) GDPR.
- Fire & Building Control act as a Statutory Authority.
- Where necessary to comply with Monaghan County Council's legal obligations.

**What information about you is obtained from others?**

N/A

**Who does the Council share your information with?**

N/A

**What will happen if the personal data requested is not provided?**

If the application form is not completed in full and all the requested information provided, the council will not be able to process this application.

**For full details of the collection, processing and sharing of your personal data and your rights in this regard, please see the Council's full Privacy Notice at: [www.monaghan.ie/privacy-notice/](http://www.monaghan.ie/privacy-notice/).**

For further details of the collection, processing and sharing of your personal data relevant to this application form please see <https://monaghan.ie/firebuildingcontrol/data-protection-privacy-notice/>