

BUILDING CONTROL REGULATIONS 2014 - IMPLEMENTATION

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CHIEF FIRE OFFICER

8^h July 2014

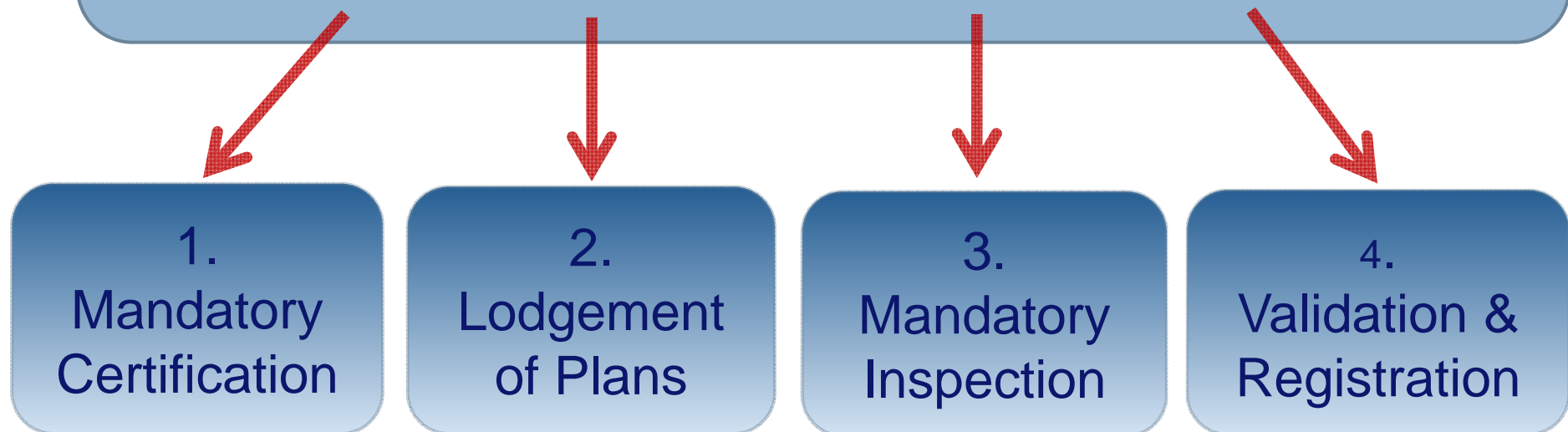
Content



- Overview of Major Elements of SI 9 of 2014
- Requirements for Commencement Notice **‘With’** & **‘Without’** Documents
- Exemptions from CN application with documents
- Building Control Management System (BCMS) process and document requirements
- SI 105 Exemption Schools / Hospitals
- 7 Day Notice

S.I. 9 of 2014 – Major Elements

Activating Certificates of Compliance under Building Control Act 1990



NB: Validation does not mean approval

The requirements of SI 9 of 2014 para (1)(b) shall apply to the following:



- works and buildings—
 - *the design and construction of a new dwelling,*
 - *an extension to a dwelling involving a total floor area greater than square metres,*
 - *works to which Part III applies.*

PART II

COMMENCEMENT NOTICES

- the erection of a building,
- the material alteration or extension of a building, and
- a material change of use of a building, to which the Building Regulations apply.

this shall not apply to works or a building as regards which a material change of use takes place, where—

- the works are or the material change of use is exempted development for the purposes of the Local Government (Planning and Development) Acts,
 - Part III of the Building Control Regulations do not apply to the works or building.
- applies to works in connection with the material alteration (excluding a material alteration consisting solely of minor works) of a shop, office or industrial building to which Part III of the Building Control Regulations

PART III

FIRE SAFETY CERTIFICATES

Subject to sub-article (2) and articles 3 and 6, this Part applies to—

- works in connection with the design and construction of a new building,
- works in connection with the material alteration of—
 - a day centre,
 - a building containing a flat
 - a hotel, hostel or guest building, or
 - an institutional building, or
 - a place of assembly, or
 - a shopping centre,but excluding works to such buildings, consisting solely of minor works,
- works in connection with the material alteration of a shop, office or industrial building where—
 - additional floor area is being provided within the existing building, or
 - the building is being subdivided into a number of units for separate occupancy,
- works in connection with the extension of a building by more than 25 square metres,

PART III

FIRE SAFETY CERTIFICATES

For the purposes of this Part, the following buildings are exempted—

- (a) a single storey building which—
 - is used exclusively for the storage of materials or products, for the accommodation of plant or machinery or in connection with the housing, care or management of livestock,
 - is used solely for the purpose of agriculture, and
 - is a building in which the only persons habitually employed are engaged solely in the care, supervision, regulation, maintenance, storage or removal of the materials, products, plant, machinery or livestock in the building, and which is either attached to another such building or detached from any other building,
- (b) a building used as a dwelling other than a flat,
- (c) a single storey building used as a domestic garage,
- (d) a single storey building (other than one described in (c)) ancillary to a dwelling (such as a summer house, poultry-house, aviary, conservatory, coal shed, garden tool shed or bicycle shed) which is used exclusively for recreational or storage purposes or the keeping of plants, birds or animal for domestic purposes and is not used for the purposes of any trade or business or for human habitation, or to works in connection with such a building provided that, after the works are carried out, the building is or continues to be a building referred to in paragraphs (a) to (d).

CN Applications with or without documents

- New Building (Not domestic, not requiring FSC, not requiring Planning) – No CN application required.
- New Building (Not domestic, not requiring FSC, planning required) CN application without documents
- Extension to a dwelling (under 40 sq. m) - CN application without documents
- New Building (Domestic) - CN application with documents
- Extension to a dwelling (over 40 sq. m) - CN application with documents plus FSC & DAC
- New Building (Commercial) - CN application with documents plus FSC & DAC
- Extension to a Building (commercial) - CN application with documents plus FSC & DAC
- Material Alteration to a Shop, Office/Industrial (no add. floor area, no subdivision, dose not require FSC) - CN application without documents
- Material Change of use (BCA, S3(3))/BCR 1997 - 2014) - CN application with documents plus FSC & DAC
- Agri Buildings (single storey, more than 300 sq.m) - CN application without documents
- Agri Buildings (Multi storey) - CN application with documents plus FSC & DAC

Step 1

Where do I Start?

Visit Monaghan County Council Website or

Use www.localgov.ie and follow the link to the relevant local Building Control Authority (BCA) – the local Council for the area where the project is located.

localgov.ie - BETA

Welcome to localgov.ie your one stop shop for accessing local government services.

Service * Search

| | | |
|---|---|--|
| BCMS For property owners, builders, developers, architects and engineers to submit notifications, applications and compliance certs | Business And Economy Supporting economic development and local businesses | View services in your area. **This map is a beta, currently with data for libraries, council offices and fire stations. The data collection is an ongoing process with more information being displayed as it is collated. |
| Community And Culture Includes libraries, sports facilities, parks, community spaces and arts | Customer Services Includes online services, downloadable forms and contact information | |
| Education And Learning Includes Road safety, Green schools and Grants | Environment Includes waste facilities, fire services, conservation and emergency planning | |
| Housing Social housing, landlord information and environmental health | News And Events Local news and upcoming events taking place in your area | |
| Your Council Local councillors, voting, management teams and Freedom of Information (FOI) | Roads And Traffic Road networks maintenance and development, traffic management and parking fines | |
| | | |



localgov.ie - BETA

Service Search English | Gaeilge

Home > User account

User account

[Create new account](#) [Log in](#) [Request new password](#)

Username *

Enter your localgov.ie username.

Password *

Enter the password that accompanies your username.

[Log in](#)

Step 2

Register on BCMS

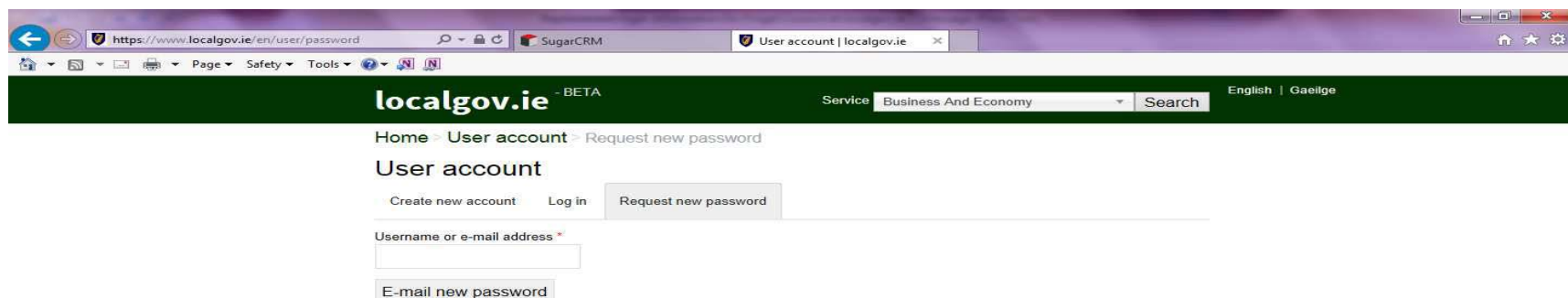
Owners, Designers, Assigned Certifiers and Builders will have to Register Online once only.

Registering first time triggers a return email assigning a unique BCMS ID Code .

Owners and Builders, classes not being designated in legislation, register their details as required. The Builders register includes an option to indicate membership of the **Construction Industry Register Ireland (CIRI)**, the voluntary Builders Register promoted by the Construction Industry Federation.

The classes of persons designated are **Architects and Building Surveyors and Chartered Engineers**

Each must attest to so qualifying in the **Certificates of Compliance of Design** and in the Certification by the **Assigned Certifier**.



The screenshot shows a web browser window with the URL <https://www.localgov.ie/en/user/password>. The page header includes the localgov.ie logo, a 'BETA' tag, a 'Service' dropdown menu set to 'Business And Economy', a search bar, and language options for 'English' and 'Gaeilge'. The main content area shows a breadcrumb trail: 'Home > User account > Request new password'. Below this, the heading 'User account' is followed by three buttons: 'Create new account', 'Log in', and 'Request new password'. The 'Request new password' button is active. Below the buttons are two input fields: 'Username or e-mail address *' and 'E-mail new password'.

Step 3

Completing the Forms

Owners, Designers, Assigned Certifiers, Builders each have differing material to

Generic Details of the BCMS

Building Control Management System

BCMS home My BCMS Account My Forms New Applications

New Applications New 7 day Notice New Commencement Notice

[Create a new 7 day Notice](#)
[Create a new commencement notice](#)

Clicking on the New Notice initiates a menu-driven process of information entry

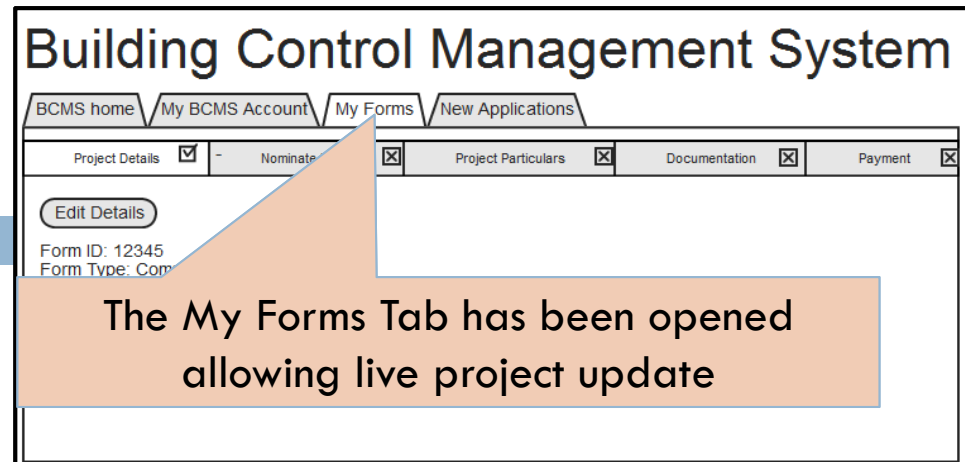
New Applications Tab has been opened

The assembly of the Application to the Building Control Authority for Commencement may be done in non-continuous periods. The system will save the information entered until completion. The Application cannot be submitted for Validation until all required information is duly submitted and the fee is paid.

Step 4

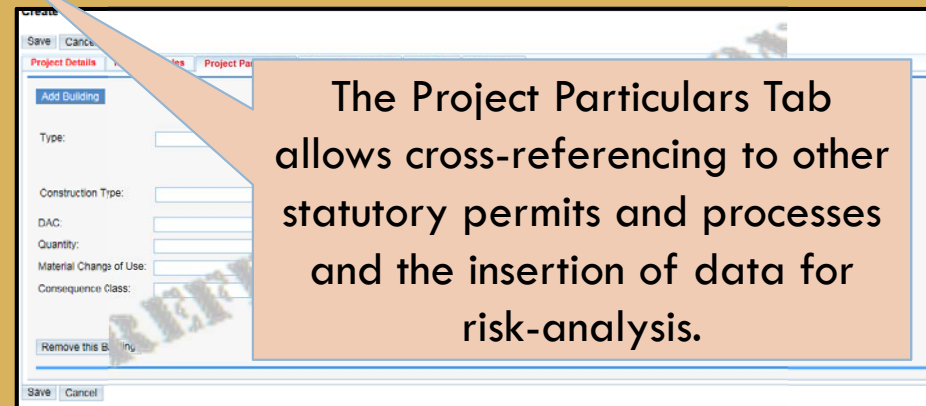
Commencing the Application process

The Owner must assign completion-checking of the application and any subsequent submission of material in support of compliance, to the Assigned Certifier, as per the Code of Practice (S3.5 Assigned



The screenshot shows the 'Building Control Management System' interface. The navigation bar includes 'BCMS home', 'My BCMS Account', 'My Forms', and 'New Applications'. Below this, there are tabs for 'Project Details', 'Nominations', 'Project Particulars', 'Documentation', and 'Payment'. The 'My Forms' tab is highlighted, and an orange callout box points to it with the text: 'The My Forms Tab has been opened allowing live project update'. Below the tabs, there is an 'Edit Details' button and some form fields like 'Form ID: 12345' and 'Form Type: Com'.

Project Particulars



The screenshot shows the 'Project Particulars' form. It has a 'Save' and 'Cancel' button at the top left. The form includes fields for 'Type:', 'Construction Type:', 'DAC:', 'Quantity:', 'Material Change of Use:', and 'Consequence Class:'. There is also a 'Remove this B...' button at the bottom left. An orange callout box points to the form with the text: 'The Project Particulars Tab allows cross-referencing to other statutory permits and processes and the insertion of data for risk-analysis.' The form is set against a yellow background.

Data entry will be checked by the system administration tools allowing blocking of application if references are out of date, for example.

Step 5

Nominating Roles

The Owner, Designer, Assigned Certifier and Builder have their details listed under their respective roles.

Nominating Roles

Create

Save Cancel

Project Details Nominate Roles Project Particulars Upload Documents Payment Validation

Owner: [input] [search] [close]

Builder: [input] [search] [close]

Designer: [input] [search] [close]

Assigned Certifier: [input] [search] [close]

Owner Accepted:

Builder Accepted:

Designer Accepted:

Assigned Certifier Accepted:

Save Cancel

Create

Save Cancel

Project Details Nominate Roles Project Particulars Upload Documents

Owner: [input] [search] [close]

Builder: [input] [search] [close]

Designer: [input] [search] [close]

Assigned Certifier: [input] [search] [close]

Owner Accepted:

Builder Accepted:

Designer Accepted:

Assigned Certifier Accepted:

Save Cancel

Enter details, contacts etc.

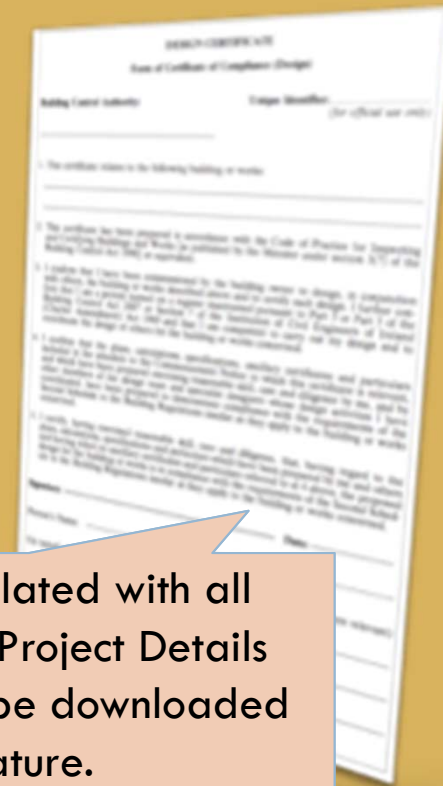
The BCMS will record when the confirmations are received

The process will not complete until confirmation received from those nominated.

Step 6 Statutory Role Confirmation

The Owner, Designer, Assigned Certifier and Builder must sign their respective completed Certificates and these are then submitted.

Documentation



Each Form, populated with all information from Project Details entered, can now be downloaded for signature.

Download Forms for signing

[Download Notice for assigned certifier](#)

[Download Notice of assignment of builder](#)

[Download Undertaking by assigned certifier](#)

[Download Undertaking by builder](#)

[Download Design Certificate](#)

[Download Form of](#)

Clicking on the appropriate Form downloads it and allows it to be printed for signature.

Step 7

Submitting Documentation

The Owner, Designer, Assigned Certifier and Builder must sign their respective completed Certificates and the documentation for which they are responsible and these are then submitted.

Documentation

The Code of Practice (S 5.1) requires

- a) general arrangement drawings – plans, sections and elevations – prepared for building control purposes;
- b) schedule of such plans, calculations, specifications and particulars as are currently designed or as are to be prepared at a later date;
- c) the completion of an online assessment, via the Building Control Management System; and
- (d) the Preliminary Inspection Plan

Upload Forms

Upload Notice for assigned certifier

Browse...

Upload Notice of a...

Browse...

Upload Undertaking by...

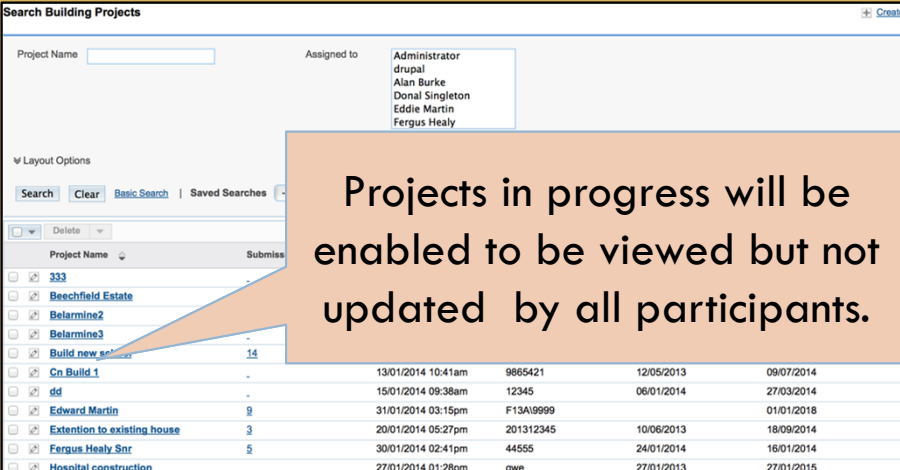
Browse...

Find and attach the scanned signed Certificates, Drawing or other documentation in support of Compliance and upload as required.

Step 8 Assembly and Review

The Owner, Designer, Assigned Certifier and Builder, as identified project participants, will have access rights to the material assembled.

My BCMS Projects



The screenshot shows a web interface titled "Search Building Projects". It includes a search bar, a list of project names, and a table of project details. A callout box points to the "Build new structure" project, stating: "Projects in progress will be enabled to be viewed but not updated by all participants."

| Project Name | Assigned to | Submitted | Created | Updated |
|-----------------------------|-----------------|-----------|--------------------|------------|
| 333 | Administrator | | | |
| Beechfield Estate | drupal | | | |
| Belarmine2 | Alan Burke | | | |
| Belarmine3 | Donal Singleton | | | |
| Build new structure | Eddie Martin | 14 | | |
| Cn Build 1 | Fergus Healy | | 13/01/2014 10:41am | 12/05/2013 |
| dd | | | 15/01/2014 09:38am | 06/01/2014 |
| Edward Martin | | 9 | 31/01/2014 03:15pm | 09/07/2014 |
| Extention to existing house | | 3 | F13A/9999 | 27/03/2014 |
| Fergus Healy Snr | | 5 | 201312345 | 01/01/2018 |
| Hospital construction | | | 30/01/2014 02:41pm | 10/06/2013 |
| | | | 27/01/2014 01:28pm | 18/09/2014 |
| | | | | 24/01/2014 |
| | | | | 16/01/2014 |
| | | | | 27/01/2015 |

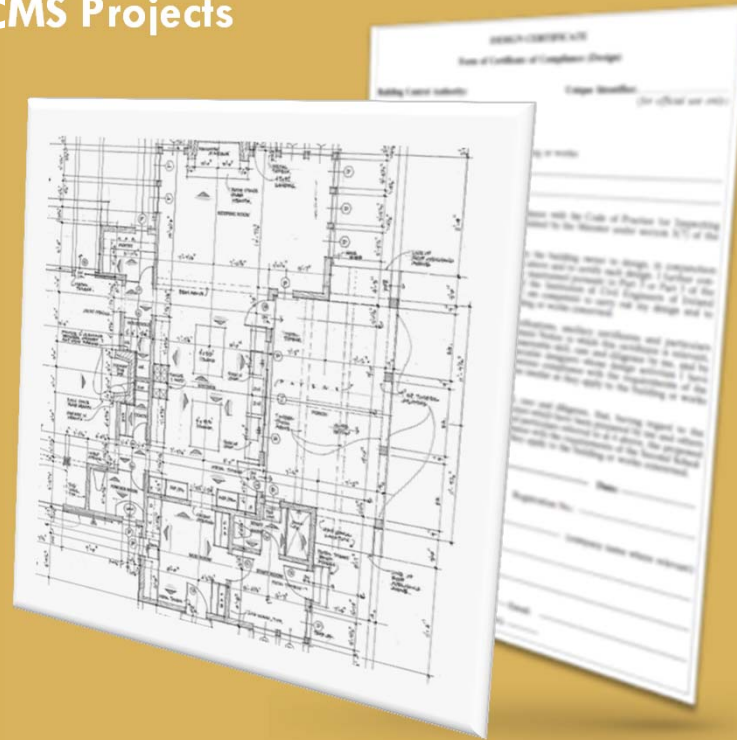
The Code of Practice (S 3.5) provides that Permission to update resides solely with the Assigned Certifier, on an ongoing basis in the “live file”.

BCAs and central BCA oversight will be notified of updating activity. Lack of updating activity may be a risk criterion notifiable through preset machine-run reporting for oversight purposes.

Step 8 Assembly and Review - Integrity

Documentation integrity and
copyright

My BCMS Projects



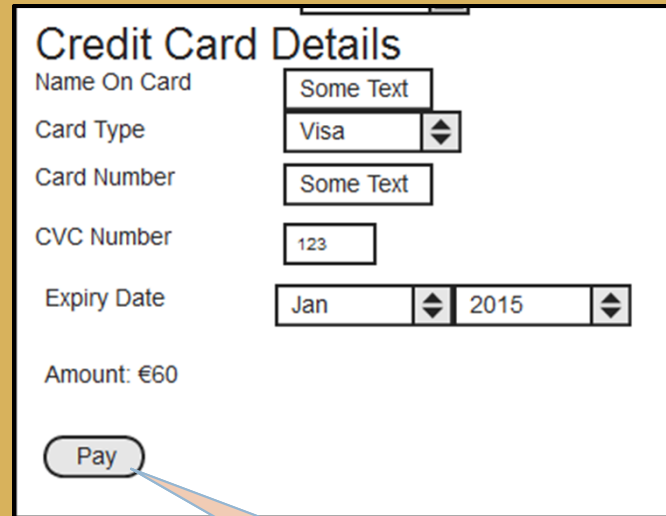
The BCMS will associate all material submitted with the application by inserting a Unique Identifier in each document using an “electronic watermark” with project identifier embedded in each for that purpose.

Step 9 Payment of Fee

Payment of the appropriate fee is made to the relevant Building Control Authority.

Standard fee variations relate solely to non-digital administration that may prove necessary.

Payment



The screenshot shows a payment form with the following fields and values:

| Field | Value |
|--------------|-----------|
| Name On Card | Some Text |
| Card Type | Visa |
| Card Number | Some Text |
| CVC Number | 123 |
| Expiry Date | Jan 2015 |
| Amount | €60 |

A 'Pay' button is located at the bottom left of the form.

Payment is identical to most online payment arrangements

The Code of Practice (S 3.5) provides that Permission to update resides solely with the Assigned Certifier, on an ongoing basis in the “live file”.

Schedule of Fees

BCMS applications
nominal fee of
€30/unit

Hardcopy fee
includes additional
fee as per adjacent
sheet.

| Service | Lodgement Type | Development Type | Fee |
|---|---|--------------------------|-----------------|
| Lodgement of Plans, Elevations, Calculations, General Arrangement Drawings. | BCMS Portal | Commercial & Residential | Free |
| Lodgement of 'Signed Forms' only | (Presented at Local Authority offices, via courier or via post) | Commercial & Residential | €10.00 |
| Lodgement of Plans, Elevations, Calculations, General Arrangement Drawings from USB Device or Optical Media | (Presented at Local Authority offices, via courier or via post) | Commercial & Residential | €20.00 |
| Lodgement of Plans, Elevations, Calculations, General Arrangement Drawings | (Presented at Local Authority offices, via courier or via post) | Residential - Extensions | €40.00 |
| Lodgement of Plans, Elevations, Calculations, General Arrangement Drawings | (Presented at Local Authority offices, via courier or via post) | Residential – New Build | €60.00 Per Unit |
| Lodgement of Plans, Elevations, Drawings | (Presented at Local Authority offices, via courier or via post) | Commercial | €80.00 Per Unit |

Step 10 Submission

BCA File

The screenshot shows a web application interface for creating a BCA file. The 'Validation' tab is active, displaying several input fields and checkboxes. The 'Status' dropdown menu is set to 'Pending'. The 'Checked Date' field is empty. The checkboxes for 'Required or valid Planning Ref.', 'Required DAC or valid DAC', and 'Required fire cert OR valid' are all unchecked.

The BCA has 7 days from receipt within which it can validate or invalidate such notices , permitting or preventing commencement on site.

Payment of the appropriate fee, together with the system accepting the required documentation will initiate the 7-day Period within Validation / Invalidation must happen.

Validation relates solely to the completeness of the application in terms of material submitted and not to the detail within the material itself.

The BCMS is set to issue a Validation by default at the end of the 7-day period if the BCA has not intervened to either Validate or Invalidate the Notice.

The Building Control File, Register, inter-county collaboration, Risk-Analysis

BCA File

Although the Building Control Management System (BCMS) is collected nationally the database will be disaggregated to assemble a Register for each BCA.

Building Control Register

Each Building Control Authority (BCA) must maintain a Building Control Register which must carry the information as set out in Article 13 of SI 9 of 2014.

The Completion Certification and associated material clearly will be added to the Register when a valid Completion Notice has been entered, the building cannot be occupied until registered.

Developing collaboration cross-authority and with industry and the professions, nurturing a Culture of Compliance

Risk-analysis to focus most efficient resource-deployment

Collective oversight reporting to improve performance and promote consistent interpretation in raising building standards

Plans & doc's Commencement Stage

(excl. Completion & Compliance certs)

- general arrangement drawings – plans, sections and elevations
 - E.g. Wall type, solid concrete blocks in accordance with I.S. 20 1987 or Clay Bricks have a 7N/mm² strength, windows sizes, ceiling heights, Ventilation of roof voids, Radon Barrier Cert or Damp proof Course detail, CO² detectors, Oil tank location, etc,
- a schedule of such plans, calculations, specifications and particulars as are currently designed or as are to be prepared at a later date;
- the Preliminary Inspection Plan prepared by the Assigned Certifier; and may, typically, also include:
 - drawings of particular details as appropriate; e.g. Domestic house fire safety requirements.
 - drawings showing work that is below ground; e.g. Basements, tanks, etc
 - general arrangement structural drawings showing the main structural elements
 - specifications including materials and products; and performance (CPR)
 - specification for elements that may be the subject of ancillary certification.

Not Required

- Structural calculations and site investigation reports at commencement stage.

7 day notice



- All documentation required for a Commencement Notice uploaded electronically by Assigned Certifier or applicant. (7 Day notice tab in BCMS)
 - ▣ 7 Day notice form and FSC application documentation lodged in hard copy to the Fire Authority.
 - ▣ Fee paid to the Authority
- Once all documentation lodged and fee paid it becomes a valid notice.

Finally



Version of the Register is now available

www.localgov.ie