



CMG Training

The Irish Institute of Professional Education

Welcome!

BCAR - Assigned & Design Certifier – SI 9 of 2014

The Assigned Certifier and Design Certifier and other statutory roles under S.I. 9 of Building Control (Amendment) Regulations 2014

Building Control, Certificates, Ancillary Certifiers, Inspections, Records, and Liabilities

Presenter: John O'Connor



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BCAR - Assigned & Design Certifier – SI 9 of 2014

Course is designed for those operating as statutory and ancillary certifiers, employer representatives, designers, inspectors, assigned builders, contractors, site management teams, specialist contractors, and specialist designers.

Introduction

Timetable

Questions and queries welcome at any stage.

Acknowledgement: Special thanks Mairead Phelan and her team for BCMS slide graphics



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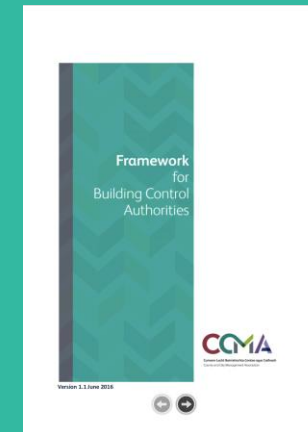
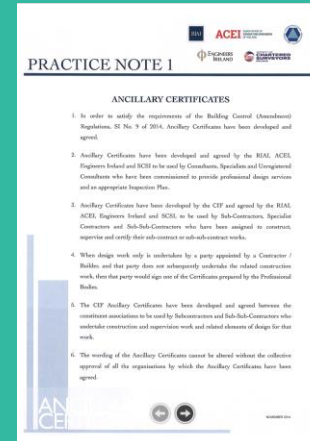
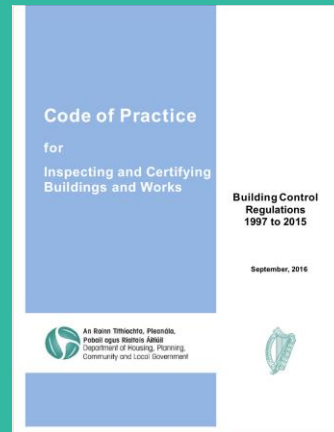
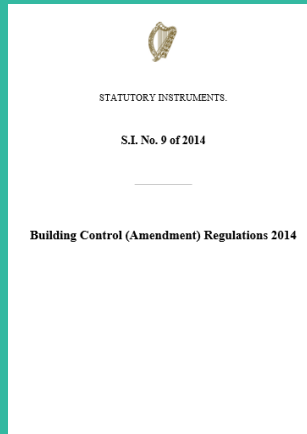
Topics covered:

1. **Legislative Background and the Building Control System**
2. **Commencement Notices and Statutory Certificates**
3. **Building Control Management System**
4. **The Code of Practice for Inspecting and Certifying. Buildings and Works**
5. **Assigned Certifier and other Statutory Roles**
6. **Inspection Plan & Inspections**
7. **Certification**
8. **BCAR Processes**
9. **BCAR Learning – When Things Go Wrong**
10. **Getting it Right**



Documents (in pack)

1. S.I. 9 of 2014 Building Control (Amendment) Regulations 2014
2. Code of Practice for Inspecting and Certifying Buildings and Works 2016
3. Practice Notes and Ancillary Certificates 2017
4. Framework for Building Control Authorities 2016



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Break Out Session

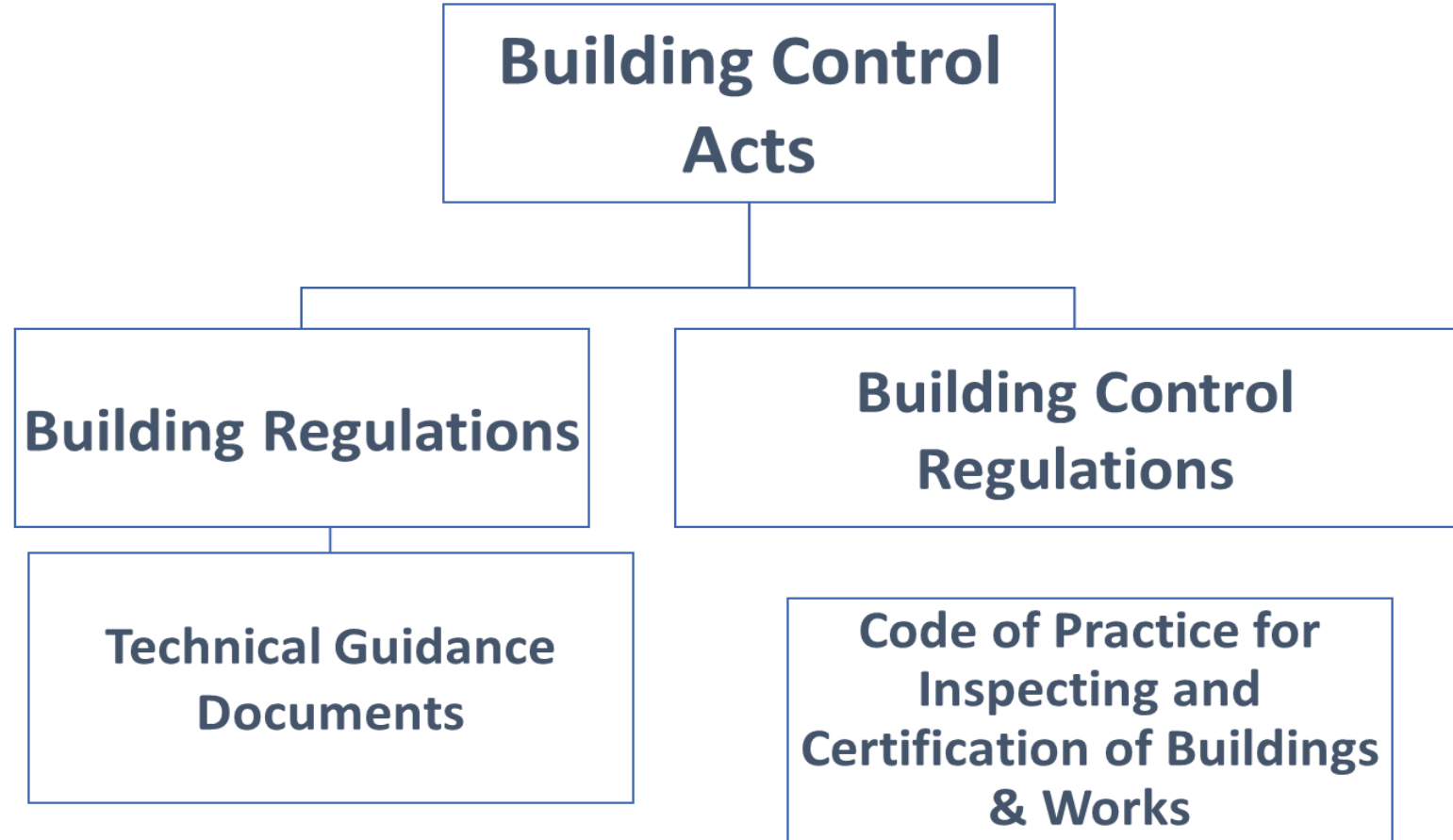
What would you like to get out of today?



Section 1: Legislative Background

Section 1: Legislative Background and the Building Control System

The Building Control Legislation Framework



Building Control Regulations: “... procedure, administration and control for the purposes of securing the implementation of, and compliance with, the requirements of building regulations and building control regulations ...” (Section 6 of BC Act 1990)

Key Players

- **Building Owners / Developers**
- **Builders**
- **Designers**
- **Assigned Certifiers**
- **Suppliers & Manufacturers**
- **Building Control Authorities (Local Authorities)**
- **National Building Control & Market Surveillance Office - Building Control Management System (BCMS)**

Building Control Acts

Building Regulations

Technical Guidance Documents



Building Control Regulations

- Commencement Notices
- Fire Safety Certificates
- Disability Access Certs
- 7-day notices
- Lodgement of Plans
- Design Certificate
- Notices of Assignment
- Undertaking Certificates
- Completion Certificate
- Validation by BCA
- Inspection Plan
- Public Register

Code of Practice

Building Control Regulations 1997 and BCAR 2014

Building Control Management System (BCMS)

Opt Out Option

- Single dwellings
- house extensions

- **Single dwellings**
- **house extensions**

Regularisation Certificate

- where works commenced or completed without a fire safety certificate

Building Control Acts 1990 - 2025

“An act to provide for the establishment of building control authorities and the making of building regulations and building control regulations and to provide for matters relating to the construction of buildings and to provide other matters connected therewith.”

<https://revisedacts.lawreform.ie/eli/1990/act/3/revised/en/html>

Updated to 1 May 2025



Number 3 of 1990

BUILDING CONTROL ACT, 1990

Building Control Act 1990

a) Section 3(2)

*“...every building to which building regulations apply shall be **designed and constructed** in accordance with the provisions of such regulations.”*

b) Responsibility with

Building owners, builders and designers

c) Building Regulations – Section 3

Section 3 - Power of Minister to make building regulations

d) Building Control Regulations – Section 6

Power of Minister to make building control regulations

e) Powers of Inspection – Section 11

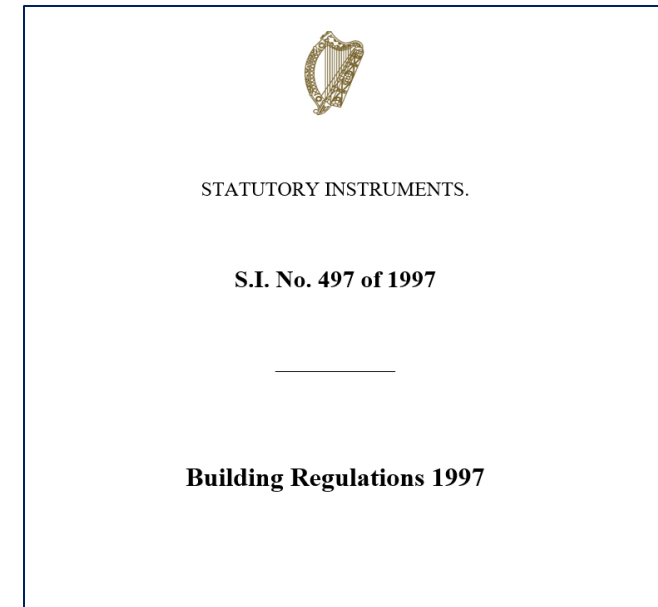
For building control authority (local authority)

d) Enforcement notice – Section 8(3)

An enforcement notice may be served on the building owner or the builder

What are the Building Regulations?

- 1) Regulations made by the Minister pursuant to section 3 of the Building Control Act 1990.
- 2) A set of legal requirements for the design and construction of new buildings, extensions and material alterations to, and certain changes of use of existing, buildings.
- 3) Building Regulations provide for, in relation to buildings, the health, safety and welfare of people, conservation of fuel and energy, and access for people with disabilities.
- 4) Building regulations prescribe standards (expressed in terms of performance, types of material, methods of construction or otherwise) in relation to all or any of the matters specified in the First Schedule of the Building Control Act 1990.



Principle Building Regulations are those of 1997
Range 1997 to 2022

Building Regulations



STATUTORY INSTRUMENTS.

S.I. No. 497 of 1997

Building Regulations 1997

“... health, welfare and safety of people in or about buildings ..”

Technical Requirements and standards for the construction of buildings and works.

- A set of legal requirements for the design and construction of new buildings, extensions and material alterations to, and certain changes of use of existing, buildings.
- Building Regulations provide for, in relation to buildings, the health, safety and welfare of people, conservation of fuel and energy, and access for people with disabilities.

Building Regulation - Requirements



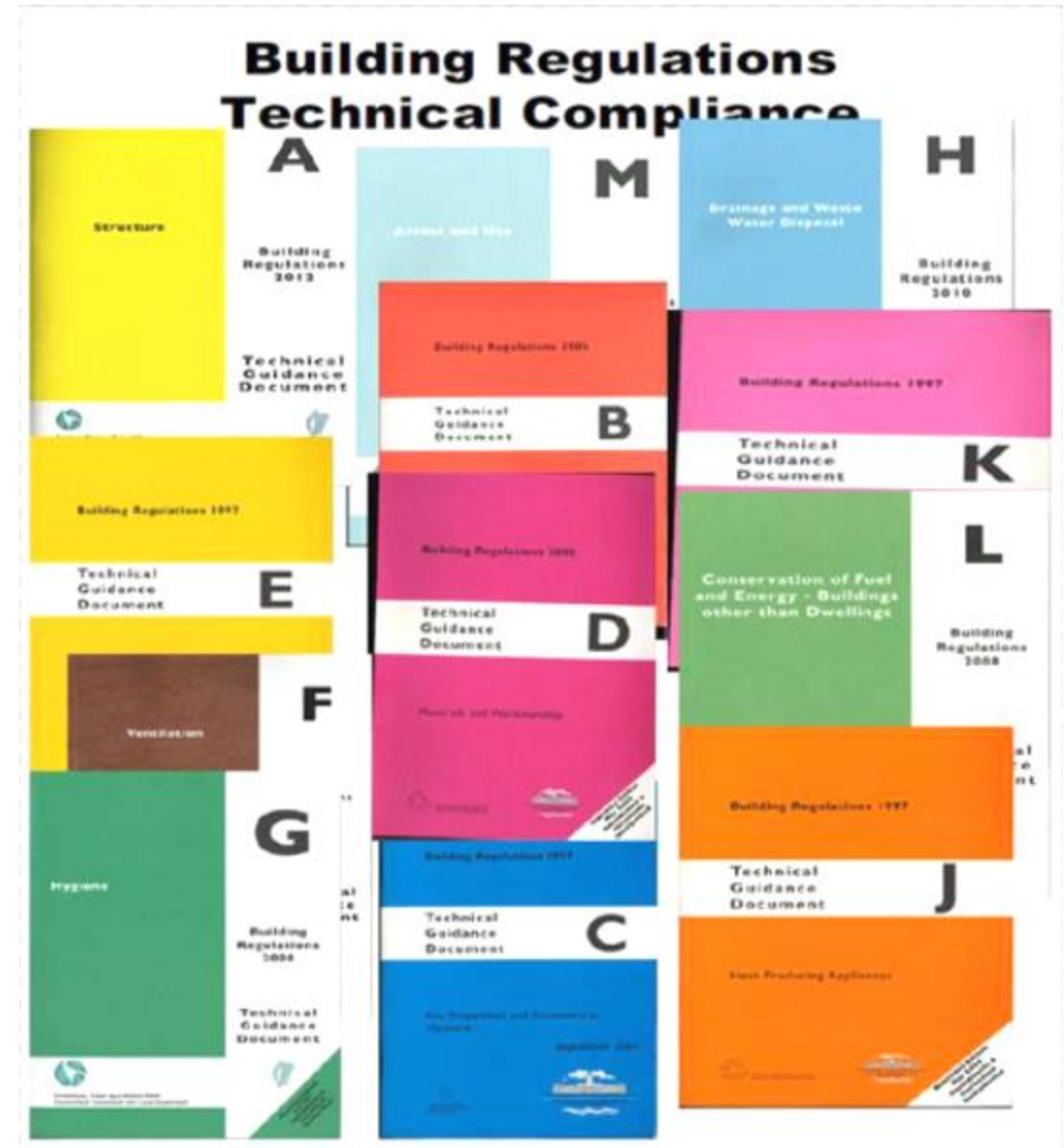
Part A – Structure	Part G – Hygiene
Part B – Fire Safety	Part H – Drainage and Waste Water Disposal
Part C – Site Preparation and Resistance to Moisture	Part J – Heat Producing Appliances
Part D – Materials and Workmanship	Part K – Stairways, Ladders, Ramps and Guards
Part E – Sound	Part L – Conservation of Fuel and Energy
Part F – Ventilation	Part M – Access and Use

Technical Documents (TGDs)

Technical Guidance Documents

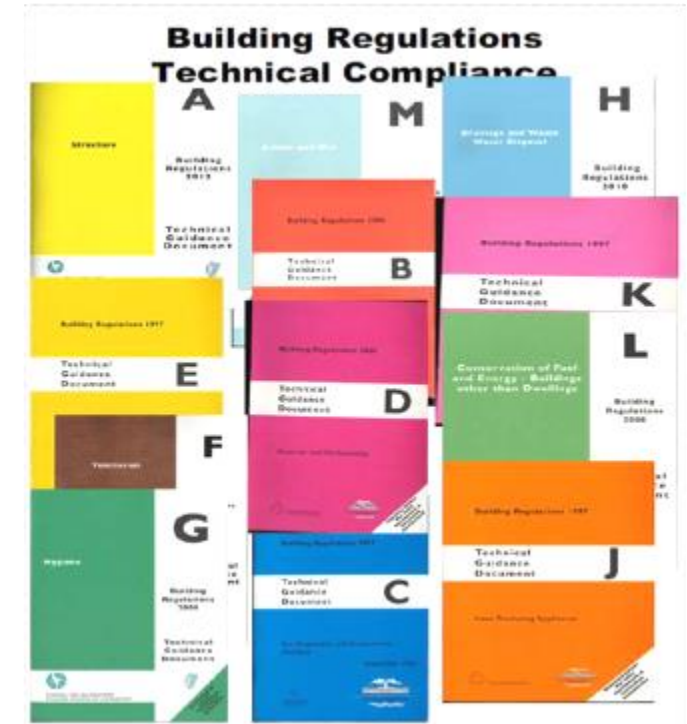
“ ... for the purpose of providing guidance with respect to compliance with the requirements ... ”

“where works or a building ..are designed and constructed in accordance with any guidance contained in a technical guidance document, this shall, prima facie, indicate compliance with the relevant requirements of these Regulations”



Technical Documents (TGDs)

- A. Structure (2012)
- B. Fire Safety – Volume 1 Buildings other than Dwelling Houses (2024)
- B. Fire Safety – Volume 2 Dwelling Houses (2017)
- C. Site Preparation and Resistance to Moisture (1997) (Amended 2020)
- D. Materials and Workmanship (2013)
- E. Sound (2014)
- F. Ventilation (2019)
- G. Hygiene (2008)
- H. Drainage and Waste Water Disposal (2016)
- J. Heat Producing Appliances (2014)
- K. Stairways, Ladders, Ramps and Guards (2014)
- L. Conservation of Fuel and Energy - Dwellings (2022)
- L. Conservation of Fuel and Energy – Buildings other than Dwellings (2022)
- M. Access and Use (2010)



Link to Current TGDs: [Technical Guidance Documents](#)

The Building Control Legislation Framework

Four important methods of control are provided for in the Building Control System

- 1. Notices
- 2. Applications
- 3. Certificates
- 4. Register

Supported by
Code of Practice for Inspecting and
Certifying Buildings and Works



NOTICES	ENFORCEMENT NOTICE Section 8 of the Building Control Act 1990 – 2014 Where – (a) the construction of any building or the carrying out of any works to which building regulations apply is commenced or has been completed or any material change takes place in the purposes for which any building is used, and (b) the building or works are not designed or have not been, or are not being, constructed or carried out in conformity with building regulations, and (c) the failure to comply with building regulations is not such a failure in relation to which the building control authority would be prepared to grant a dispensation or relaxation pursuant to [the] Act, the building control authority may serve a notice under [section] 8.	APPLICATIONS	DISPENSATION OR RELAXATION Section 4 of the Building Control Act 1990 – 2014 (1) Subject to the provisions of [section] 4, a building control authority may, if it considers it reasonable having regard to all the circumstances of the case, grant a dispensation from, or a relaxation of, any requirement of building regulations in respect of buildings or works which are situated within the functional area of the building control authority and – (a) which are designed, constructed or carried out by or on behalf of the building control authority, or (b) in relation to which an application for such dispensation or relaxation has been submitted pursuant to [section] 4, subsection (2).	CERTIFICATES	CERTIFICATE OF COMPLIANCE (DESIGN) Section 6 (2)(a)(i) of the Building Control Act 1990 – 2014 Requiring the submission to building control authorities of certificates (in this Act referred to as “certificates of compliance”) being certificates relating to compliance with the building regulations (subject to any relevant dispensation or relaxation already granted under section 4 or 5 or to any appeal under section 7 which has been allowed) prior to the commencement of, during, and after the completion of, the construction of any buildings, classes of buildings, works or classes of works, to which such building regulations apply
	7 DAY NOTICE Section 6(2)(A)(iv) of the Building Control Act 1990 – 2014 The submission (before grant of the relevant fire safety certificate) of a notice in writing to a building control authority by a person who intends to commence work on the construction of a building or an extension of or a material alteration to a building, giving not less than 7 days notice of that person’s intention to carry out those works, and requiring that such notice shall be accompanied by a valid application for a fire safety certificate		FIRE SAFETY CERTIFICATE Section 6(2)(a)(ii) of the Building Control Act 1990 – 2014 Requiring in respect of a building, or buildings, of a prescribed class or classes, the submission to a building control authority of an application for a certificate (in this Act referred to as a “fire safety certificate”) that a building, if constructed in accordance with the plans, documents and information submitted, would, in the opinion of the building control authority, comply (subject to any relevant dispensation or relaxation already granted under section 4 or 5 or to any appeal under section 7 which has been allowed) with such provisions of building regulations as may be prescribed		CERTIFICATE OF COMPLIANCE (UNDERTAKING BY ASSIGNED CERTIFIER) Section 6 (2)(a)(i) of the Building Control Act 1990 – 2014 Requiring the submission to building control authorities of certificates (in this Act referred to as “certificates of compliance”) being certificates relating to compliance with the building regulations (subject to any relevant dispensation or relaxation already granted under section 4 or 5 or to any appeal under section 7 which has been allowed) prior to the commencement of, during, and after the completion of, the construction of any buildings, classes of buildings, works or classes of works, to which such building regulations apply
	COMMENCEMENT NOTICE Section 8(2)(K) of the Building Control Act 1990 – 2014 requiring the giving of notice to building control authorities of the erection of such buildings, or classes of buildings, or the carrying out of such works, or classes of works, as may be specified in the regulations		REVISED FIRE SAFETY CERTIFICATE Section 6(2)(a)(vi) of the Building Control Act 1990 – 2014 Requiring where an application for a fire safety certificate in respect of the construction of a building or an extension of or a material alteration to a building has been submitted before planning permission has been granted in respect of such construction, extension or alteration, the submission, if required by the subsequent grant of such planning permission, of a further application to a building control authority for a fire safety certificate (in this Act referred to as a “revised fire safety certificate”) for the purpose of ensuring that the revised design arising from the grant of planning permission (including any condition attached to it) complies with the provisions of building regulations relating to fire safety		CERTIFICATE OF COMPLIANCE (UNDERTAKING BY BUILDER) Section 6 (2)(a)(i) of the Building Control Act 1990 – 2014 Requiring the submission to building control authorities of certificates (in this Act referred to as “certificates of compliance”) being certificates relating to compliance with the building regulations (subject to any relevant dispensation or relaxation already granted under section 4 or 5 or to any appeal under section 7 which has been allowed) prior to the commencement of, during, and after the completion of, the construction of any buildings, classes of buildings, works or classes of works, to which such building regulations apply
	ASSIGNMENT OF PERSON TO INSPECT AND CERTIFY WORKS (ASSIGNED CERTIFIER) Section 6(2)(C) of the Building Control Act 1990 – 2014 The designation of the persons or the classes of persons by whom certificates of compliance may be given, and the classes of buildings or works in respect of which such certificates may be given		REGULARISATION CERTIFICATE Section 6(2)(a)(vi) of the Building Control Act 1990 – 2014 Requiring where work has been commenced or completed in respect of the construction of a building or an extension of or a material alteration to a building, and no application has been made for a fire safety certificate that is required under building control regulations for such construction, extension or material alteration to a building, the submission to a building control authority of an application for a certificate (a “regularisation certificate”) which shall be accompanied by drawings of the relevant works (as they have been constructed) and a statutory declaration from the applicant stating that such works comply with the provisions of the building regulations relating to fire safety, and enabling the authority to specify in a regularisation certificate that the regularisation certificate shall not have effect unless, within 4 months after its being granted, any conditions attached to it by the authority (including conditions as to the carrying out of additional works) are complied with		CERTIFICATE OF COMPLIANCE ON COMPLETION Section 6 (2)(a)(i) of the Building Control Act 1990 – 2014 Requiring the submission to building control authorities of certificates (in this Act referred to as “certificates of compliance”) being certificates relating to compliance with the building regulations (subject to any relevant dispensation or relaxation already granted under section 4 or 5 or to any appeal under section 7 which has been allowed) prior to the commencement of, during, and after the completion of, the construction of any buildings, classes of buildings, works or classes of works, to which such building regulations apply
	ASSIGNMENT OF BUILDER Section 6(2)(C) of the Building Control Act 1990 – 2014 The designation of the persons or the classes of persons by whom certificates of compliance may be given, and the classes of buildings or works in respect of which such certificates may be given		DISABILITY ACCESS CERTIFICATE Section 6(2)(a)(x) of the Building Control Act 1990 – 2014 Requiring the submission to a building control authority of an application for a certificate of compliance with respect to requirements under the building regulations for “provision of access to a building for persons with disabilities (a “disability access certificate”) and enabling the building control authority to grant such certificate if in its opinion the design of the building or the extension of or material alteration to the building in respect of which the submission is made would comply (subject to any relevant dispensation or relaxation already granted under section 4 or 5 or to any appeal under section 7 which has been allowed) with the relevant requirements of the building regulations,		
	NOTIFICATION OF CHANGE OF ASSIGNED CERTIFIER OR BUILDER Article 8(3) (2A)(2)(c) of the Building Control Regulations 1997 – 2015 If, for whatever reason, having submitted the commencement 7 day notice in respect of works or a building subject to paragraph (1)(b), a building owner changes either the person assigned to inspect and certify the works or the assigned builder, then the building owner shall within 14 days notify the building control authority of the change by submitting, electronically or otherwise, the appropriate notices of assignment and forms of undertaking referred to under paragraph (1)(b) reflecting the up-to-date arrangements in this regard.		REVISED DISABILITY ACCESS CERTIFICATE Section 6(2)(a)(x) of the Building Control Act 1990 – 2014 Requiring the submission to a building control authority of an application for a fire safety certificate (in this Act also referred to as a “revised fire safety certificate”) or a disability access certificate (in this Act referred to as a “revised disability access certificate”) if significant revision is made to the design or works of a building or an extension of or a material alteration to a building in respect of which a fire safety certificate or a disability access certificate has been granted by a building control authority		

Where did the term “BCAR” come from?

It is short for Building Control (Amendment) Regulations

What is the general understanding of the term BCAR in everyday use?

It is used to describe the whole building control system.

Note: Although BCAR significantly revolutionised the building control system in 2014 it is critical to appreciate it is just part of the system with the “**principle**” building control regulation being those of 1997. Range of regulations 1997 to 2024.

<https://revisedacts.lawreform.ie/eli/1997/si/496/front/revised/en/html>





STATUTORY INSTRUMENTS.

S.I. No. 9 of 2014

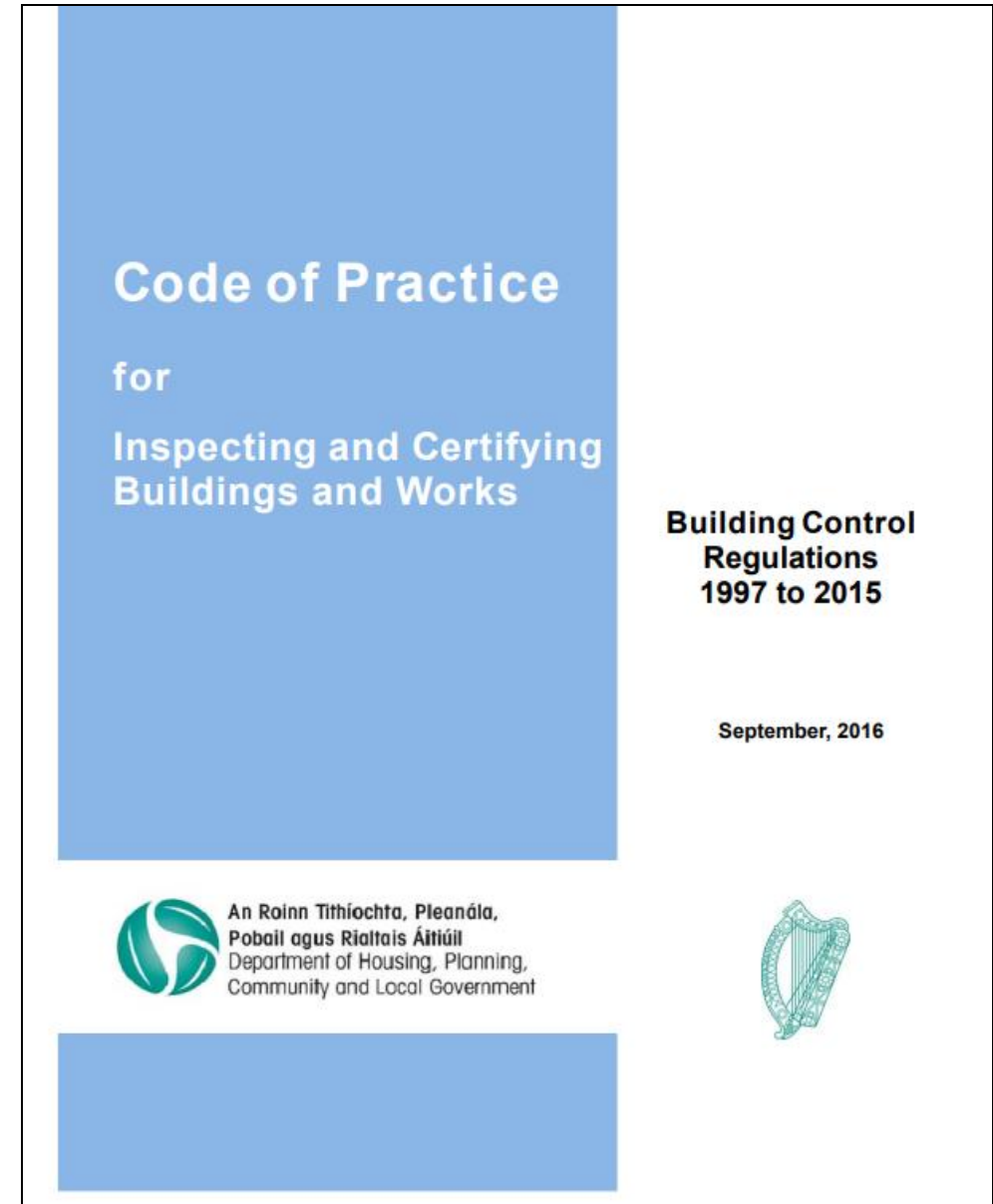
Building Control (Amendment) Regulations 2014

Purpose

- a) **Strengthen** the control of building activity by
 - Requiring **greater accountability** in relation to compliance with Building Regulations and
 - **Statutory certification of design and construction,**
- b) **Lodgement of compliance documentation,**
- c) **Mandatory inspections** during construction and validation and
- d) **Registration of certificates.**

Statutory Code for Inspecting and Certifying

- a) It is a statutory Code of Practice for Inspecting and Certifying Buildings and Works under the building control regulations.
- b) Status: “where works or a building are inspected and certified in accordance with the guidance, ***“this shall, prima facie, indicate compliance with the relevant requirements of the Building Control Regulations.”***”



CoP for Inspection and Certifying Buildings and Works

The code sets out standards and procedures that should be adhered to by:

- Building owners
- Designers
- Builders
- Certifiers
- Building Control Authorities (Local Authorities)
- Building materials and component manufacturers.

Building Control (Amendment) Regulations SI 9 of 2014

**1. Statutory
Certification**

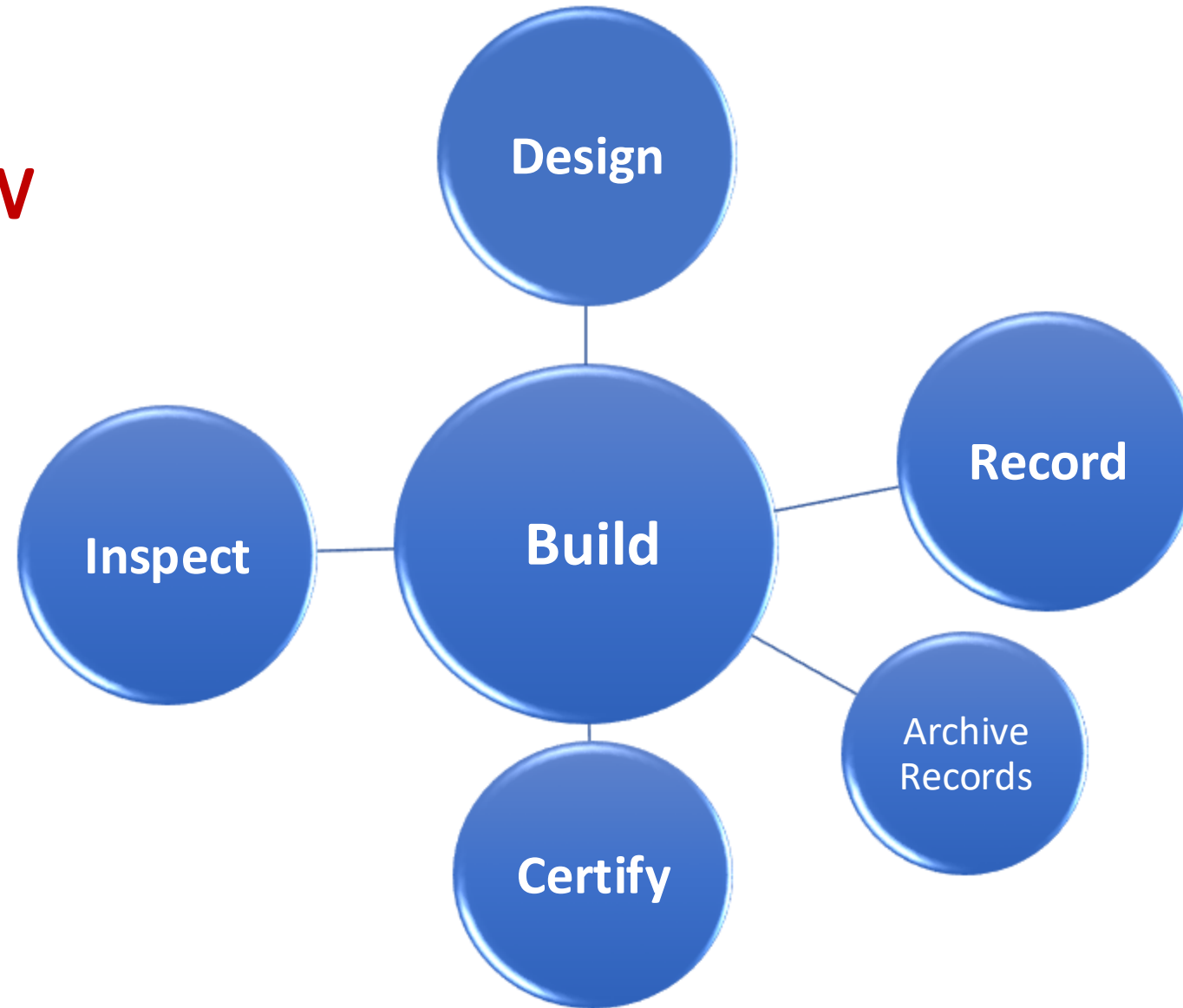
3. Inspection

**2. Lodgement
of Plans**

4. Validation



BCAR Overview



**Section 2:
Commencement Notices and
Statutory Certificates**

COMMENCEMENT NOTICE

FAQ 20 (a). Notices-Commencement Notices – What are the 4 Commencement Notice Types?

Section 6(k) of the Building Control Acts 1990-2014 require the giving of notice to building control authorities of the erection of such buildings, or classes of buildings, or the carrying out of such works, or classes of works, as may be specified in the regulations. The Regulations provide for four Commencement Notice (CN) types:

- i. **Commencement Notice With Compliance Documentation**
- ii. **Commencement Notice with Opt Out Declaration**
- iii. **Commencement Notice Without Compliance Documentation**
- iv. **7 Day Notice**

Note: The basic purpose of a commencement notice is to alert a Building Control Authority to the imminent construction of works to which Building Regulations apply so that, if they choose to do so, they can monitor the construction concerned for compliance with Building Regulations.

NOTE: IF IN DOUBT, CONTACT YOUR LOCAL BUILDING CONTROL AUTHORITY

Commencement Notice

FAQ 21. When should the relevant Commencement Notice type be used?

1	Commencement Notice With Additional Compliance Documentation	A Building or works which relate to: • The construction of a domestic dwelling, or domestic dwellings in a multi-unit development • The extension of a domestic dwelling of more than 40 sq.m. • Works which require a Fire Safety Certificate
2	Commencement Notice with Opt Out Declaration	A Building or works which relate to: • The construction of a single domestic dwelling on a single development site, or • The extension of a domestic dwelling of more than 40 sq.m., Where the owner is choosing to Opt Out of the requirement for Statutory Certification.
3	7 Day Notice	Works which require a Fire Safety Certificate, where the owner intends to commence the construction of such works before the grant of the relevant Fire Safety Certificate
4	Commencement Notice Without Additional Documentation	Any other works not listed above, where the Building Control Regulations require such a Notice

NOTE: IF IN DOUBT, CONTACT YOUR LOCAL BUILDING CONTROL AUTHORITY

Commencement Notice

Commencement Notice – Article 9 Building Control Regulations

Works involve:

- construction of a building (including a single dwelling),
- an extension on greater than 40 sq.m. to a dwelling
- Works or materials change of use where a Fire Safety Certificate is required

Form of Commencement Notice: Article 9. (1)

A **commencement notice shall** be—

(a) filed electronically on the Building Control Management System or set out in the form for that purpose included in the Second Schedule, and

(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, as are currently designed or to be prepared at a later date.**
- (ii) Certificates & notices in the appropriate forms.**
- (iii) Fee as is required**

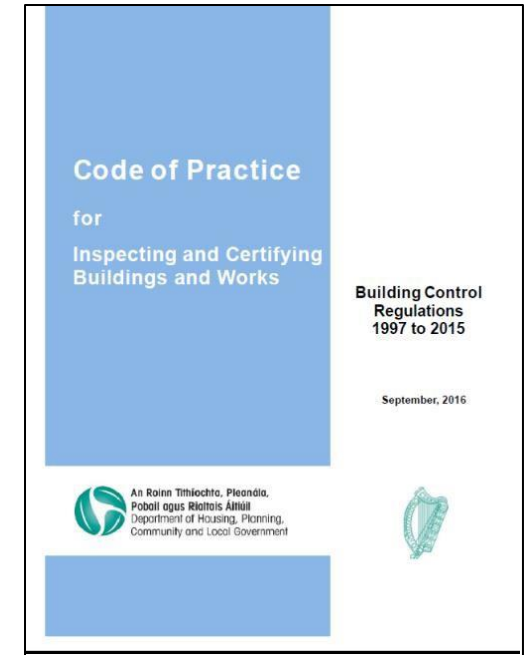
Commencement Notice Validation

Validation Process

Code of Practice for Inspecting & Certifying Buildings and Works

3.6.2 Commencement Stage - Validation

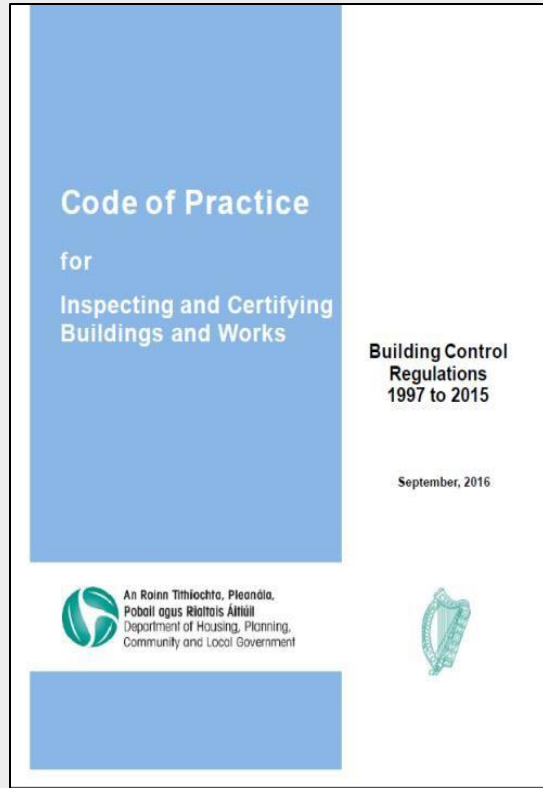
On receipt of the Commencement Notice, together with the notices of assignment of Builder and Assigned Certifier and their respective undertakings and the Design Certificate and accompanying plans and documentation the Building Control Authority will undertake a validation process on the documentation submitted. There is no requirement or obligation on the Building Control Authority to carry out a technical assessment of the plans or other documents submitted, see section 6(4) of the Act of 1990. Separate to its administrative function of maintaining the Register, Building Control Authorities have strong powers of inspection and enforcement under the Building Control Acts. They should exercise these powers based on the combination of risk-based assessment and random selection.



Validation of a CN is not a technical assessment

Certificates & Inspection Plan Preparation

The completion of an online assessment, via the Building Control Management System



Choose the Inspection & Certification system to demonstrate compliance with the Relevant Requirements of the Building Regulations



20 G (2) Where a building or works to which these Regulations apply is inspected and certified in accordance with the guidance contained in the Code of Practice for Inspecting and Certifying Buildings and Works this shall, prima facie, indicate compliance with the relevant requirements of these Regulations.

20 G (3) The provisions of any guidance contained in the Code of Practice for Inspecting and Certifying Buildings and Works concerning the use of a particular inspection framework or approach shall not be construed as prohibiting the use of other suitable frameworks or approaches.

Certificate of Compliance on Completion

20F. Certificate of Compliance on Completion (1-3) “works or a building”

“Part IIIC —
Certificate of
Compliance
on
Completion

Certificate of Compliance on Completion (CCC)

20F(1) Subject to paragraph (2), a Certificate of Compliance on Completion shall be submitted to a building control authority and relevant particulars thereof shall be included on the register maintained under Part IV before **WORKS OR A BUILDING** to which Part II or Part IIIA applies may be **OPENED, OCCUPIED OR USED**.

(2) The requirement for a Certificate of Compliance on Completion shall apply to the following **works and buildings**—

- (a) the **design and construction** of a new dwelling,
- (b) an extension to a dwelling involving a total floor area greater than 40 square metres,
- (c) works to which Part III applies.

(3) A CCC shall be—

- (a) in the form specified for that purpose in the Sixth Schedule, and
- (b) accompanied by such plans, calculations, specifications and particulars as are necessary to outline how the **WORKS OR BUILDING** as completed—

(i) differs from the plans, calculations, specifications and particulars submitted for the purposes of Article 9(1)(b)(i) or Article 20A(2)(a)(ii) as appropriate (to be listed and included at the Annex to the Certificate of Compliance on Completion), and

(ii) complies with the requirements of the Second Schedule to the Building Regulations, and

- (c) accompanied by the **Inspection Plan as implemented** by the Assigned Certifier in accordance with the Code of Practice referred to under Article 20G(1) or a suitable equivalent.

19/11/2022

Certificate of Compliance on Completion

FAQ 22. WHAT DOCUMENTS / FORMS ARE REQUIRED TO ACCOMPANY A COMMENCEMENT NOTICE / CCC									
Commencement Notice with Compliance Documentation	Commencement Notice without Compliance Documentation	Commencement Notice with Opt Out of Statutory Declaration	7 Day Notice	Certificate of Compliance on Completion					
Form of Commencement Notice	Form of Commencement Notice	Form of Commencement Notice	Form of 7 Day Notice	Form of Certificate of Compliance on Completion (incl Annex)					
		Declaration of Intention to Opt Out of Statutory Certification	Statutory Declaration						
Design Certificate			Design Certificate						
Nomination of Builder		Nomination of Builder	Nomination of Builder						
Undertaking by Builder			Undertaking by Builder						
Nomination of Assigned Certifier			Nomination of Assigned Certifier						
Undertaking by Assigned Certifier			Undertaking by Assigned Certifier						
General Arrangement Drawings		General Arrangement Drawings	General Arrangement Drawings						
Preliminary Inspection Plan			Preliminary Inspection Plan	Inspection Plan as Implemented					
Q6-6. Submission of Documents (where applicable): A Schedule of Documents accompanying this Commencement Notice is attached in the following format: Schedule of Documents(Plans, Calculations, Specifications, Ancillary Certificates & Particulars)-				ANNEX-Table of Documents Table of Plans, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations and showing, in particular how the completed building or works differ from the design submitted to the Building Control Authority prior to construction.					
<table><tr><th>Document</th><th>Reference</th><th>Description/Remarks</th></tr><tr><td></td><td></td><td></td></tr></table>			Document		Reference	Description/Remarks			
Document	Reference	Description/Remarks							
Schedule that may be relied on during process to demonstrate compliance with Building Regulations. All or some of these documents may be requested by the Building Control Authority.									
Completion of an Online Assessment via the BCMS	Completion of an Online Assessment via the BCMS	Completion of an Online Assessment via the BCMS	Completion of an Online Assessment via the BCMS						

Certificate of Compliance on Completion

Preparation of the Certificate of Compliance on Completion (CCC)

Notices- Section 6(k) of the Building Control Acts 1990-2014 require the giving of notice to building control authorities of the erection of such buildings, or classes of buildings, or the carrying out of such works, or classes of works, as may be specified in the regulations. The Regulations provide for four Commencement Notice (CN) types:

- **Commencement Notice With Additional Compliance Documentation → CCC**

- Commencement Notice with Opt-Out Declaration

- Commencement Notice Without Additional Compliance Documentation

- **7 Day Notice → CCC**

- (a)FSC

- (b)Declaration

The basic purpose of a commencement notice is to alert a Building Control Authority to the imminent construction of works to which Building Regulations apply so that, if they choose to do so, they can monitor the construction concerned for compliance with Building Regulations.

Submission on Completion

Verifying that you have complied

20G. Code of Practice for Inspecting and Certifying Buildings & Works.

Code of Practice for Inspecting Buildings and Works

5.3 Lodgement of plans at later stage

- 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.
- **Have I included in my Table of Plans, Calculations & Ancillary Certificates details showing changes from the design submitted at Commencement Stage &**
 - **Have I demonstrated Compliance with the Relevant Requirements of the Building Regulations for this WORKS OR A BUILDING**

(b) accompanied by such plans, calculations, specifications and particulars as are necessary to outline how the WORKS OR BUILDING as completed—

- (i) differs from the plans, calculations, specifications and particulars submitted for the purposes of Article 9(1)(b)(i) or Article 20A(2)(a)(ii) as appropriate (to be listed and included at the Annex to the Certificate of Compliance on Completion), and*
- (ii) complies with the requirements of the Second Schedule to the Building Regulations, and*

Statutory Certificates – Compliance on Completion

Article 20F (9) Partial or Phased Completions- Discuss with your Building Control Officer

Building Regulations – Technical/ Design Requirements of Buildings FAQ 8. What process /methodology should you consider to ensure compliance with Building Regulations for Multi-Unit developments?

TABLE 1-METHODOLOGY FOR COMPLIANCE WITH BUILDING REGULATIONS	APPLICABLE Y/N	ESSENTIAL REQUIREMENTS FOR FULL COMPLIANCE IN THE CONTEXT OF THE DEVELOPMENT BEING CONSIDERED	Multi-Units-Phases i.e. Units 1.....n; note temporary for finished compliance-individual parts of CN
A- STRUCTURE	ISSUES FOR CONSIDERATION-How do you propose to Comply?	- Preference for single CCC for each single legally distinct property - Complete in one un-interrupted phase or many - Taking In Charge? - Single Commencement Notice –require multiple CCC? - Length of time that might elapse between commencement of first units on a large development & last units & full completion/ Taking In Charge - Disposing of parts of Large Developments to different Builders? - Building Control Regulations 1997 (As Amended) -must Commence on a specified date between 14-28 days of submission of Commencement Notice - If Phases proposed –consider separate Commencement Notices - If different Builders proposed-consider separate Commencement Notices	
B -FIRE SAFETY			
C- SITE PREPARATION & RESISTANCE TO MOISTURE			
D- MATERIALS AND WORKMANSHIP			
E- SOUND			
F- VENTILATION			
G- HYGIENE			
H- DRAINAGE AND WASTE DISPOSAL			
J- HEAT PRODUCING APPLIANCES			
K- STAIRWAYS, LADDERS, RAMPS AND GUARDS			
L- CONSERVATION OF FUEL AND ENERGY			
M -ACCESS AND USE			

Section 3: Building Control Management System

Section 3: Building Control Management System

Building Control Management System (BCMS)

Article 5(4) of Building Control Regulations (S.I. 9 of 2014)

Filters

Notice type

- ☐ 7 Day Notice
- ☐ Commencement Notice With Compliance Documentation
- ☐ Commencement Notice with Opt Out Declaration
- ☐ Commencement Notice Without Compliance Documentation

Local authority

- ☐ Meath County Council
- ☐ Monaghan County Council
- ☐ Offaly County Council
- ☐ Roscommon County Council
- ☐ Sligo County Council
- ☐ South Dublin County Council
- ☐ Tipperary County Council
- ☐ Waterford City and County Council
- ☐ Westmeath County Council
- ☐ Wexford County Council
- ☐ Wicklow County Council

Search in fields

- ☐ Name
- ☐ Builder company
- ☐ Builder name
- ☐ Certificate of Compliance on Completion
- ☐ Assigned Certifier Company
- ☐ Assigned Certifier Name
- ☐ Designer company
- ☐ Designer name
- ☐ Development location
- ☐ Description

Submission date

Date from

Date to

Commencement date

Date from

Date to

BCMS-S.I. 9 of 2014 provided for the “Building Control Management System and defined it as the information technology-based system developed to facilitate the electronic administration of building control matters by building control authorities as the preferred means of building control administration;”

Compliance -Procedure, Administration & Control to secure the implementation of & compliance” with Building Regulations & Building Control Regulations

Part I	Preliminary and General
Part II	Commencement Notices
Part III	Fire Safety Certificates (FSC)
Part IIIA	7 Day Notices, Revised FSC, Regularisation Certificates
Part IIIB	Disability Access Certificates (DAC)
Part IIIC	Certificates of Compliance on Completion
Part IV	Register
Part V	Fees
Part VI	Appeals

Twitter YouTube (28) NBCO DCC - YouTube

National Building Control and Market Surveillance Office

Welcome to the Building Control Management System (BCMS)

Log In Sign Up

Search the Statutory Register here

- Any - Enter search word

Search within the statutory register

- Any - Enter search word

7 Day Notice
Commencement Notice With Compliance Documentation
Commencement Notice with Opt Out Declaration
Commencement Notice Without Compliance Documentation
Certificate of Compliance on Completion

Download register here

- Date From - - Date To - - File Format - Download

Building Control Management System (BCMS)

FAQ 17. Who signs the Statutory Building Control Documents, which are provided via the BCMS?

Commencement Notice FORM OF COMMENCEMENT NOTICE FOR DEVELOPMENT	Owner
FORM OF 7 DAY NOTICE Building Control Acts 1990 and 2007	Owner
Design Certificate Form of Certificate of Compliance (Design)	Designer
NOTICE OF ASSIGNMENT OF ASSIGNED CERTIFIER (Notice of Assignment of Person to Inspect and Certify Works)	Owner
UNDERTAKING BY ASSIGNED CERTIFIER Form of Certificate of Compliance	Assigned Certifier
NOTICE OF ASSIGNMENT OF BUILDER	Owner
UNDERTAKING BY BUILDER FORM OF CERTIFICATE OF COMPLIANCE	Builder
CERTIFICATE OF COMPLIANCE ON COMPLETION	Assigned Certifier & Builder
FORM OF 7 DAY NOTICE STATUTORY DECLARATION	Owner & Commissioner of Oaths

BCMS – How to Register

IS-BCMS Commencement/7 Day Notices Part II 7-10 & Part IIIA 20A YouTube Help Videos



<https://www.youtube.com/channel/UCCCjy80kctZ34oujewzgKEA>

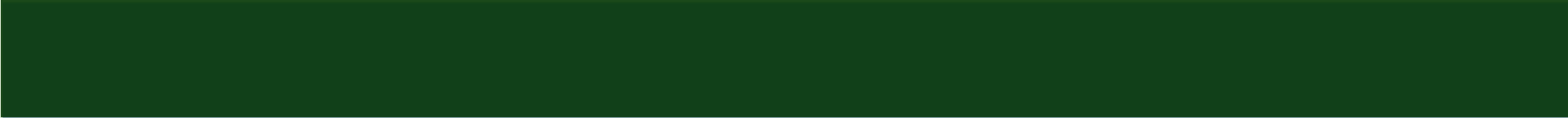
- [NBCO](#)
- [How to Create an Account](#)
- [BCMS Role Acceptance](#)
- [BCMS How to Submit a Commencement Notice Without Compliance Documentation](#)
- [BCMS How to Submit a Commencement Notice With Compliance Documentation](#)
- [BCMS How to Submit a Commencement Notice With Opt Out Declaration](#)
- [BCMS How to Submit a Seven Day Notice](#)



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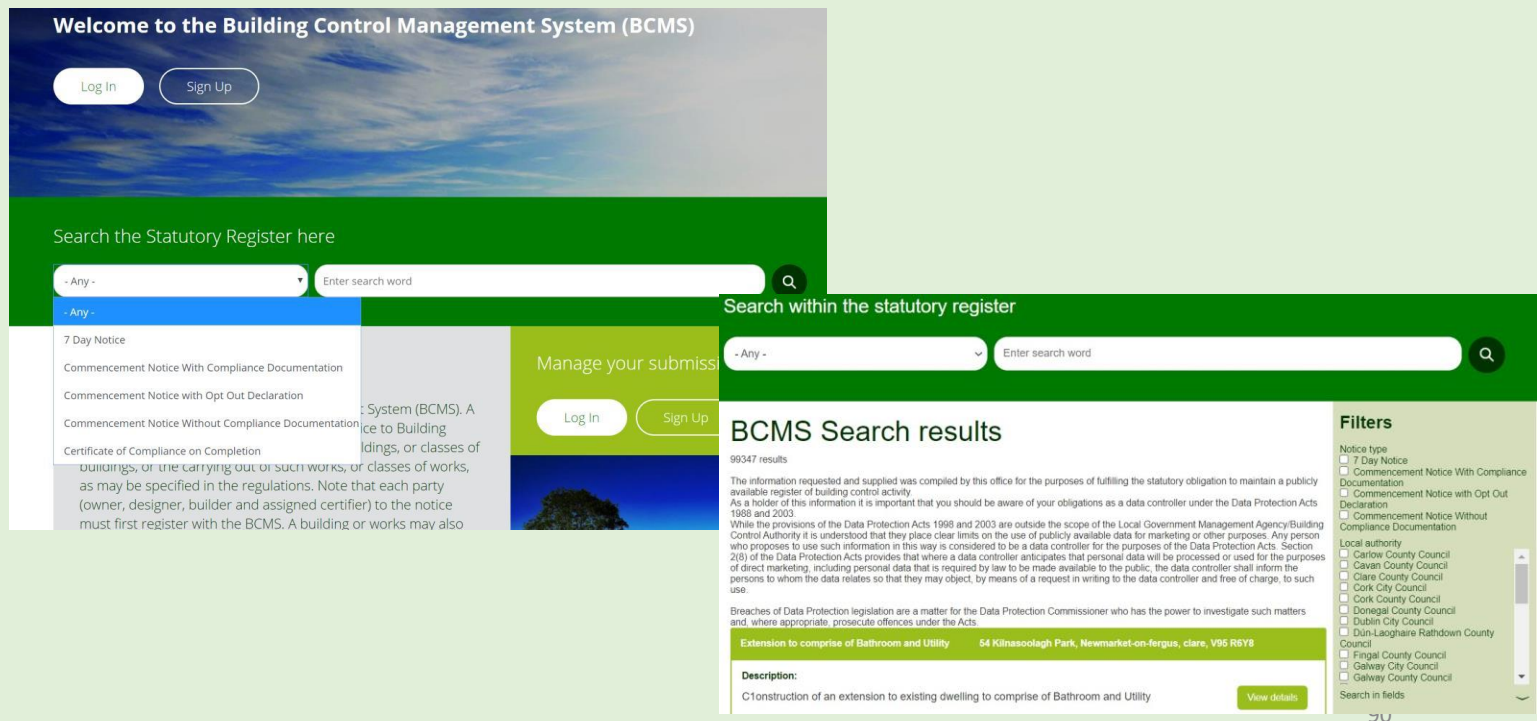
THE STATUTORY REGISTER

NBCMP
National Building Control Management Project



<https://www.nbco.localgov.ie/en/bcms>

PART IV
THE REGISTER
Article 21



19/11/2022

National Building Control Management Process

Part IV –Article 21 The Register

Article 21(1) - Requires that the Building Control Authority shall keep a register of

- (a) valid application for a **dispensation or relaxation**....name and address of applicant, date of receipt, details
- (b) valid **commencement notice or 7 day notice** or certificate of compliance ..name and address of owner, date of receipt, person certified the design, the assigned certifier, the builder, any changes to previously recorded detail notified, and brief particulars of a building or works
- (c) valid application for a **fire safety certificate, a revised fire safety certificate, a regularisation certificate, a disability access certificate, or a revised disability access certificate**name and address of the applicant, date of receipt, brief particulars
- (d) decision in respect of any application referred to in *paragraphs (a) and (c)* and the date of the decision,
- (e) determination or direction by the Board in respect of an appeal relating to a decision referred to in (a) or (c) the date of the determination or direction,
- (f) enforcement notices served, including the name, address of person on whom the notice was served, the date and brief particulars,
- (g) date and effect of any decision by the District Court in respect of a notice referred to in *paragraph (f)*, including the date and effect of the decision,
- (h) any valid **Certificate of Compliance on Completion** accepted by the building control authority,
- (i) any **Declaration of Intention to Opt Out of Statutory Certification** submitted

Part IV – Register-Summary

Information to be included on Register:

Article 21(1) Notices, Applications, Certificates, Enforcement, Court Decisions. Decisions on Appeal of the Board.

- Brief description of the works or building
- Application date
- Applicant name & address
- The decision made
- Name of Designer, Builder & Assigned Certifier (if any) - for commencement Notices only

Article 21(2) - Registers to **available to public either in BCA offices or online**

Article 21(3) - Records relating to particulars included on the Register may be accessed in accordance with FOI

Article 21(4) - Register may be maintained electronically subject to the Data Protection Acts 1998 and 2003

Notes: Commencement notices & completion certificates register maintained nationally on the BCMS at Localgov.ie

Coffee Break



Section 4: Code of Practice

Section 4: The Code of Practice for Inspecting and Certifying Buildings and Works

Code of Practice

Code of Practice for Inspecting and Certifying Works, September 2016

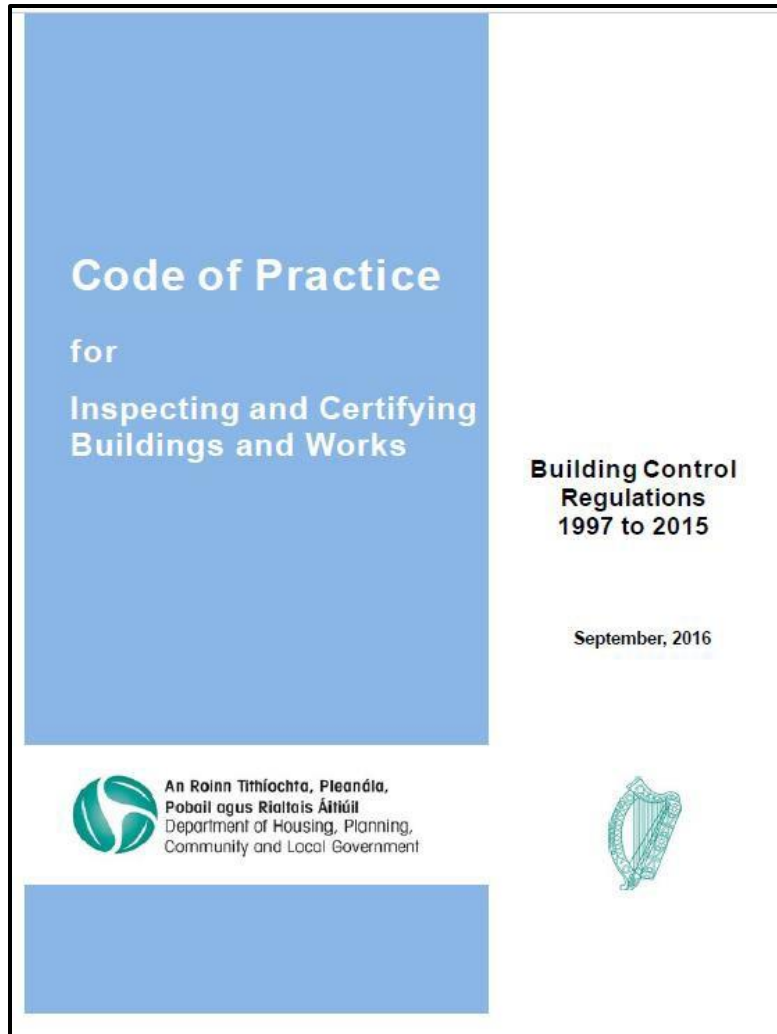


Table of Contents

1. Introduction
2. Definitions
3. Roles and Duties
4. Certification
5. Lodgement of Plans and Documentation
6. Commencement Stage
7. Construction Stage Inspection – by Certifiers
8. Completion Stage
9. Archiving of Records
10. E-lodgements
11. Professional Ethics
12. Insurance

Appendix: List of Requirements under Building Regulations

Every Building Control Office, owner, builder, designer, assigned certifier should have read this and be in a position to quote to the Owners, Builders, Designers and Assigned Certifiers

Code of Practice

The Code of Practice for Inspecting and Certifying Buildings and Works – introduced in S.I. 9, Article 20G.

- 1) The Minister may from **time to time publish a document** with the title of the Code of Practice for Inspecting and Certifying Buildings and Works for the **purposes of providing guidance** with respect to inspecting and certifying a building or works for compliance with the requirements of the Second Schedule to the Building Regulations.
- 2) Where a building or works to which these Regulations apply is inspected and certified in accordance with the guidance contained in the Code of Practice for Inspecting and Certifying Buildings and Works this **shall, prima facie, indicate compliance** with the relevant requirements of these Regulations.
- 3) The provisions of any guidance contained in the Code of Practice for Inspecting and Certifying Buildings and Works concerning the use of a particular inspection framework or approach **shall not be construed as prohibiting the use of other suitable frameworks or approaches**.

Code of Practice

- Under the Act of 1990 Building Control Authorities have strong powers of inspection, enforcement and prosecution.
- While Building Control Authorities use enforcement and the courts to effect compliance where **reasonable** and **appropriate, desired results** can also be achieved, and often are, **through discussion and persuasion with the threat of legal action.**
- It is expected that Building Control Authorities will undertake an appropriate level of assessment and inspection informed by the risk analysis of commencement notices submitted via the BCMS, thereby ensuring that available inspection resources are targeted towards projects carrying the greatest risks.

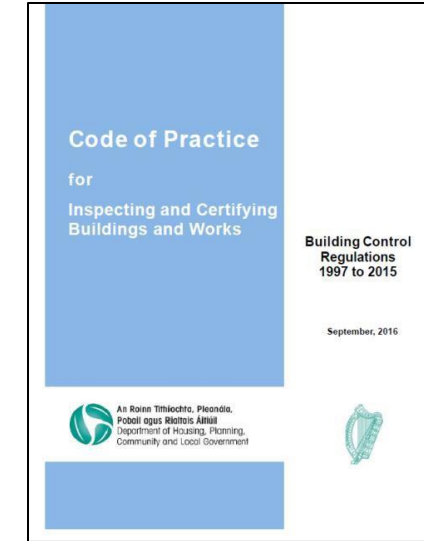
Code of Practice

Validation Process - code of Practice for Inspecting & Certifying Buildings and Works

3.6.2 Commencement Stage - Validation

On receipt of the Commencement Notice, together with the notices of assignment of Builder and Assigned Certifier and their respective undertakings and the Design Certificate and accompanying plans and documentation the Building Control Authority will undertake a validation process on the documentation submitted. There

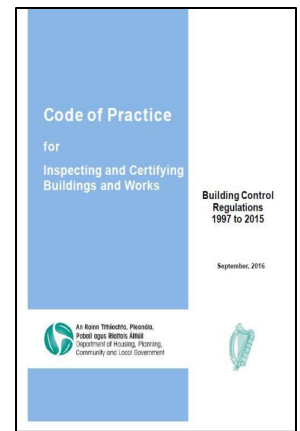
is no requirement or obligation on the Building Control Authority to carry out a technical assessment of the plans or other documents submitted, see section 6(4) of the Act of 1990. Separate to its administrative function of maintaining the Register, Building Control Authorities have strong powers of inspection and enforcement under the Building Control Acts. They should exercise these powers based on the combination of risk-based assessment and random selection.



**Validation of
a CN is not a
technical
assessment**

Code of Practice

- Inspections by Building Control Authorities are undertaken in the interests of public safety and law enforcement.
- **This does not relieve building owners, builders, designers or assigned certifiers of their statutory obligations to build and construct in compliance with the requirements of the Building Regulations and to demonstrate through inspection, certification and lodgement of documentation how compliance has been achieved in practice.**
- Where inspections are carried out by Building Control Authorities they should make their inspection reports available to Assigned Certifiers and the Builders on an ongoing basis.

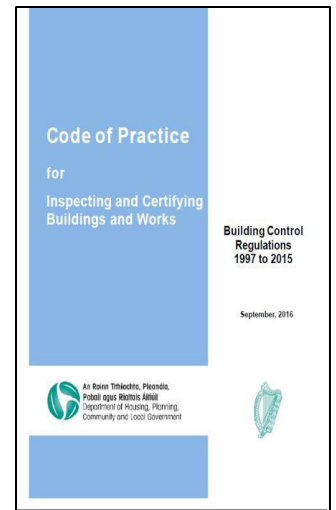


Code of Practice

– Lodgement of Plans at later stage

5.3 Lodgement of Plans at later stage

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**.



Section 5: Statutory Roles

Section 5: Statutory Roles

Statutory Role: Owner

The Building Owner is **ultimately responsible for ensuring that buildings or works are carried out in accordance with the requirements of the Building Regulations.**

Required to:

- a) Ensure that a Fire Safety Certificate and a Disability Access Certificate are obtained where required;
- b) Sign a Commencement Notice (or 7 Day Notice) that is lodged;
- c) Assign a competent, registered professional as the Assigned Certifier.
- d) Assign a competent Builder to construct the works.

Note: Builders included on the Construction Industry Register Ireland or equivalent may be regarded as competent for projects consistent with their registration profile.

NB: Under amendments to the Building Control Act 1990; in 2026

- Fire Safety Certificate to become “Fire Safety **Design** Certificate”
- Disability Access Certificate to become “Access and Use Design Certificate”



Owner (Continued)

The Owner is also required to:

- Ensure that **adequate resources** and Competent Persons **are made available** to design, construct, inspect and certify the building works.
- Assign replacement Assigned Certifier or Builder (if either withdraws) and notify the building control authority.
- Notify building control authority if there is a change of Building Owner prior to Certificate of Completion
- Maintain records

For Consideration:

- How do you make owners fully aware of their responsibilities?
- Which party enables /ensures compliance by Owner?



Statutory Roles & Statutory Certifiers

There are three certifiers of statutory certificates:

- a) Design Certifier
- b) Assigned Certifier
- c) Builder



Their roles and role of the owner, the building control authority, and designers are defined in the Code of Practice.

An abstract composition of various geometric shapes. In the top left, a green-outlined triangle points towards the top right. To its right is a solid blue circle. Below the triangle is a blue-outlined circle. In the center is a large orange semi-circle. To the right of the semi-circle are two vertical yellow dashes. In the bottom left is a large orange semi-circle. Above it are three yellow dashes of varying lengths and orientations. In the bottom right is a green-outlined square.

-
- An abstract composition of various geometric shapes. In the top left, a green-outlined triangle points towards the top right. To its right is a solid blue circle. Below the triangle is a blue-outlined circle. In the center is a large orange semi-circle. To the right of the semi-circle are two vertical yellow dashes. In the bottom left is a large orange semi-circle. Above it are three yellow dashes of varying lengths and orientations. In the bottom right is a green-outlined square.

Design Certifier Role

The Code of Practice for Inspecting and Certifying Buildings and Works 2016 provides definition: -

“Design Certifier” means the competent, registered professional person:

- who has been commissioned by the Building Owner **to design, in conjunction with others**, the building or works described in the relevant Commencement Notice (or 7 Day Notice), and to certify such design is in compliance with the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned, and
- who confirms that the documentation included in the schedule to the Commencement Notice (or 7 Day Notice) which has been prepared by him/ her, other members of the design team and specialist designers **whose design activities he/ she has coordinated**, has been prepared to demonstrate such compliance.



Design Certifier Role

COP 5.1 Lodgement of Plans and Documentation

The Design Certifier and the Assigned Certifier, before signing the Design Certificate and the form of Undertaking by the Assigned Certifier respectively, should exercise reasonable skill, care and diligence in checking that the documentation for which each is responsible is appropriate for lodgement with the Commencement Notice.

In some cases certain aspects of the building or works may not be fully designed at commencement stage, but **each such incomplete aspect or design element should be identified in the submission** which accompanies the Commencement Notice together with an indicative date by which it is expected that the outstanding design element will be completed.

In all cases, an appropriate level of plans and documentation should be submitted to the Building Control Authority.



Design Certifier Role

COP 5.3 Lodgement of plans at later stage

- 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.**



Design Certifier Role

1. This certificate relates to the following building or works: *[Insert details – recommend agreed wording]*
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.



Design Certifier Role

4. I confirm that the plans, calculations, specifications, ancillary certificates and particulars included in the schedule to the Commencement 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 building or works is in compliance** with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

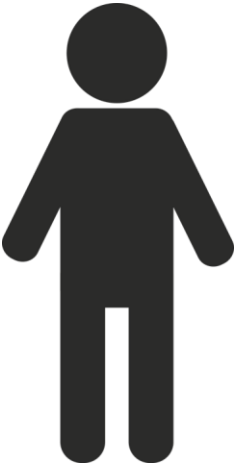


Assigned Certifier Role

The Code of Practice for Inspecting and Certifying Buildings and Works 2016 provides definition and scope of the role:

Section 3.5: Assigned Certifier's Role

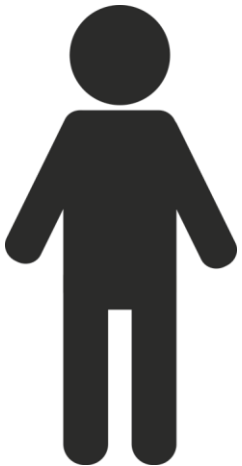
- a) The Assigned Certifier is assigned by the Building Owner as required under the Building Control Regulations.
- b) They undertake to **inspect, and to co-ordinate the inspection activities of others during construction**, and to certify the building or works on completion.
- c) The role of Assigned Certifier does not include responsibility for the supervision of any builder.
- d) They may or may not be a member of the design team.
- a) The Assigned Certifier is the single point of contact with the Building Control Authority during construction.



Assigned Certifier Role

Wording of statutory undertaking:

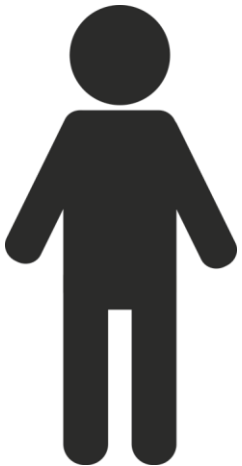
1. This certificate relates to the following building or works:
2. In accordance with the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, **I undertake** to use reasonable skill, care and diligence, **to inspect the building or works and to coordinate the inspection 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 Commencement Notice together with the plans, calculations, specifications, ancillary certificates and particulars listed in the schedule thereto refer.



Assigned Certifier Role

The Assigned Certifier should (as per COP 3.5):

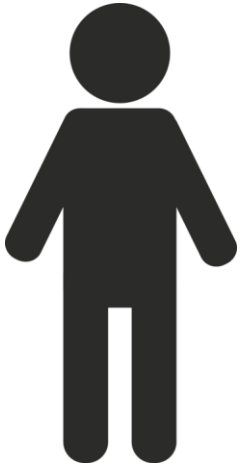
- a) provide and sign the relevant statutory certificates - the form of undertaking at commencement and the Certificate of Compliance on Completion;
- b) co-ordinate the ancillary certification by members of the design team and other relevant bodies for the Certificate of Compliance on Completion;
- c) identify all design professionals and specialists, in conjunction with the Builder, from whom certificates are required;
- d) identify all certificates required and obtain them;
- e) co-ordinate and collate all certification of compliance for completion in conjunction with the Builder;
- f) in consultation with the members of the design team, plan and oversee the implementation of the Inspection Plan during Construction;



Assigned Certifier Role

(The Assigned Certifier should)

- g) prepare the Preliminary Inspection Plan and oversee adherence to this plan, and on completion provide the Inspection Plan as implemented;
- h) on termination or relinquishment of their appointment make available to the Building Owner all certification prepared and inspection reports carried out;
- i) act as the single point of contact with the Building Control Authority during construction;
- j) seek advice from the Building Control Authority, in respect of compliance matters relating to the building or works where disputes or differences of opinion arise between the parties to the project; and
- k) maintain records of inspection.

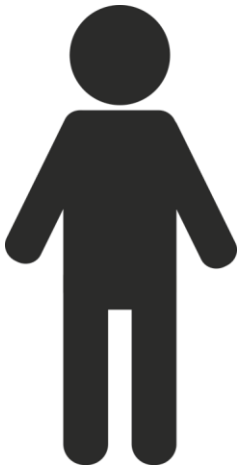


Assigned Certifier Role

Other responsibilities noted in the COP include:

- COP 5.3: Lodgement of plans at a later stage. (As the AC is the point of contact with Building Control and BCMS)
- COP 7.3: Inspection Notification Framework (INF). Agree with the Owner and Builder before the work commences.
- COP 7.4: Follow up procedures. Check (with others) that previously noted non-compliance issues have been corrected.

In practice, may have to advise / direct / assist the Owner in carrying out his/her responsibilities.



Builder Role

The Builder (company or sole trader) should (COP 3.3):

- a) Accept from the Building Owner the assignment to build and supervise the building or works outlined in the Commencement Notice;
- b) Familiarise themselves with the drawings, specifications and documents lodged with the Commencement Notice/ 7 Day Notice;
- c) Ensure a Competent Person is assigned to oversee the Construction works;
- d) Co-operate with the design team, the Assigned Certifier and other certifiers;
- e) Ensure that the workmanship complies with the requirements of the Building Regulations;
- f) Ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations;
- g) Sign the Certificate of Compliance on Completion;
- h) Provide to the Assigned Certifier, such documents for which they are responsible, as may assist the Assigned Certifier to collate particulars for the purposes of handover and certification, and/or for further submissions to the Building Control Authority;
- i) Ensure the coordination and provision of all test certificates and confirmations to the satisfaction of the Assigned Certifier or other designated inspectors or certifiers providing Ancillary Certificates; and
- j) Maintain records.



Builder Role - Undertaking by Builder (UBB)

1. 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.
2. 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 Commencement 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.



Builder Role - Undertaking by Builder (UBB)

(Contd):

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 building or works is in compliance** with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.



Builder & Contractor Roles

“**Builder**” is a statutory role defined in BCAR and associated Regulations.

Required to carry out the works in accordance with CN documents and certify in accordance with CCC documents.

BCAR is statutory and independent of the contract.

“**Contractor**” is a contractual role requiring:

Completion of the works in accordance with the contract documents and terms.

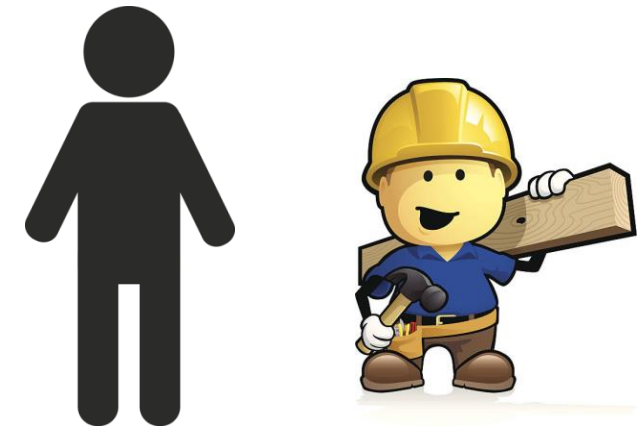
(Owner & Employer are similarly differentiated)



Assigned Certifier & Builder

Statutory Roles

- Owner assigns both roles.
- Different, but intertwined and inter-dependent roles.
- Joint signatories to Certificate of Compliance on Completion (CCC)
- Both dependent on Ancillary Certifiers and Ancillary Certificates.
- Builder is entirely responsible for supervision.
- Builder is not part of the Inspection Process.
- Records (many common) required by both.
- Cooperation mandated (COP 3.3.d) and essential.



Assigned Certifier & Builder - INF

Inspection Notification Framework

- The **Inspection Notification Framework (INF)** is defined in the COP and described in COP 7.3.
- *The Assigned Certifier should **agree** the INF with the Owner and the Builder before the commencement of the works.*
- *“The INF should identify generally the stages or items of work the individual certifiers wish to be notified of, as and when they are ready for inspection.”*
- **The Inspection Plan and the INF are different documents, serving slightly different purposes.**



Competence

Owner required to appoint competent persons / entities to design and to build the works.

Builder are obliged to appoint competent persons to supervise the works and competent persons to carry out the works.

All certifying parties rely on the competence of others involved.

“Competent Person”: a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size and/or complexity of the building or works, the person **possesses sufficient training, experience and knowledge** appropriate to the nature of the work to be undertaken;

COMPETENCE



Competence & Professions

COP 4.2 Designated professions named under Building Control Act 2007 or Engineers Charter are deemed to be competent.

- Architects on RIAI register register as per Building Control Act 2007
 - Building Surveyors on the SCSi register as per Building Control Act 2007
 - Chartered Engineers on EI register as per ICEI Act of 1969.
- All above can act as Design Certifier and Assigned Certifier.
- COP 4.2.2 notes other persons / entities who can act as Ancillary Certifiers

COMPETENCE



Competence & Professions

Currently there is no statutory provision for registration or establishing competence of builders.

- CIRI established by CIF in 2014 – voluntary only.
- CIRI noted on SI 9 certificates / undertakings even though not yet statutory.

REGULATION OF PROVIDERS OF BUILDING WORKS ACT 2002, an Act to provide for the establishment of a register - **Construction Industry Register Ireland (CIRI)**; establish the **Construction Industry Registration Body and a Board** - was enacted on 5th July 2022

- By S.I. No. 8 of 2023 the CIF was appointed to perform the functions of the Construction Industry Registration Body.
- It is expected that initially registration will be limited to certain areas of construction
- Existing members will have to go through the registration process again.
- Competencies, experience, and ongoing training are requirements.
- Current status: CIRI Registrar Commenced in CIF in January 2024;
- CIRI Admissions and Registration Board now developing Code of Practice.



Competence - CIRI

“**Builder**” means an individual, sole trader, partnership or registered company carrying out building works, including a builder specialising in specific building elements or technologies;

and

“**Building Works**” defined as any act or operation in connection with the construction, extension, alteration, repair or renewal of a building under the Building Control Acts 1990 – 2014 to which the Building Regulations 1997 – 2017 apply.

It will be a criminal offence to undertake works if not registered for those classes of works.

- ***A person who not being a registered member and not being a person specifically exempted under section 3, undertakes building works; being a registered member, engages in any class of works beyond that or those classes of work to which their registration relates, is guilty of an offence***

COMPETENCE



Section 6: Inspection Plan & Inspections

Section 6: Inspection Plan & Inspections

**You get what you inspect
not what you expect!**

(Preliminary) Inspection Plan

- 1) **Construction Stage Inspection – by Certifiers - defined in COP 7**
 - Preliminary Inspection Plan (PIP) defined in COP 7.1.
 - Factors determining plan in COP 7.1.1.
- 2) **COP Appendix B provides guidance for the development an Inspection Plan.**
 - Risk Assessment.
 - Risk Management
 - Examples
- 3) **CIC Practice Note 4: Inspection Plan provides further guidance, with**
 - Template for Targeted Inspections for detached non-complex dwelling house.
 - Sample Record Sheets.
 - Sample Non-Compliance Report
- 4) **Risks to be Assessed**
 - Scale of the project.
 - Complexity.
 - Programme duration.
 - Type of construction.
 - Innovative Technologies or systems.
 - Parties involved in design, inspection, and construction.
- 5) **Resources Required**
 - Assigned Certifier inspections
 - Administration and compilation of reports and records
 - Ancillary inspectors

**Preliminary
Inspection Plan**

Inspection Plan & Inspections

COP 7.1.2 notes that not all items can (or must) be inspected.

Critical elements are defined as:-

- a) elements and components, the failure of which would, in the opinion of the certifier, be significant;
- b) works which, in the opinion of the certifier, constitute unusual designs or methods of construction;
- c) work relating to fire safety;
- d) types of work, construction, equipment or material which could, if not verified, cause defects which would, in the opinion of the certifier or designated inspector, be seriously detrimental to the fundamental purposes of the Building Regulations; and
- e) additional areas of work necessary for the subsequent issue of a certificate at completion.

**Preliminary
Inspection Plan**

Inspection Plan & Inspections

1) Inspection Frequency

- Determined as part of PIP and INF.
- Consultation with Ancillary Inspectors and Builder's team.
- Identify critical elements, milestones, and hold points.
- Coordinate with the programme of works and adjust as required.
- Agree INF and system of notifications.

2) Follow-up Procedure

- Inspection Reports should identify non-complaint elements of work.
- Builder should formally issue notice of correction.
- Ancillary / Assigned Certifier should close out each item.
- Register of close-out events should be maintained.

3) Tests

- Test requirements should be identified prior to commencement.
- Witness requirement should be identified in the PIP and INF.
- Additional tests may be required due to changes in scope or events on site.

4) Records of Inspection

- Records / reports should be produced as soon as possible following inspections.
- Records / reports should be copied to the Builder.

**Preliminary
Inspection Plan**

Inspection Plan & Inspections

Other factors determining number and frequency of inspections.

- Type of construction – standard masonry cavity walls; timber frame; steel frame; etc.
- Complexity of interfaces.
- Items not verifiable by non-destructive testing.
- Adequacy of benchmarks or work samples.
- Confidence in Builder's team – management and subcontractors.
- Number of issues arising in inspections.

**Preliminary
Inspection Plan**

Inspection Plan & Inspections

Who determines the Inspection Plan?

COP 7.1: The Assigned Certifier **and other persons nominated** to undertake necessary inspections should adopt an appropriate Inspection Plan which takes full account of relevant factors for the building work concerned.

COP 3.4

- (d) as agreed with the Assigned Certifier, carry out work inspections which are pertinent to their elements of the Design, and liaise with the Assigned Certifier in terms of this and the required ancillary certification;
- (e) notify the Assigned Certifier of their proposed inspection regime for inclusion in the overall Inspection Plan;

➤ **Individual Designers determine their inspection regime requirements.**

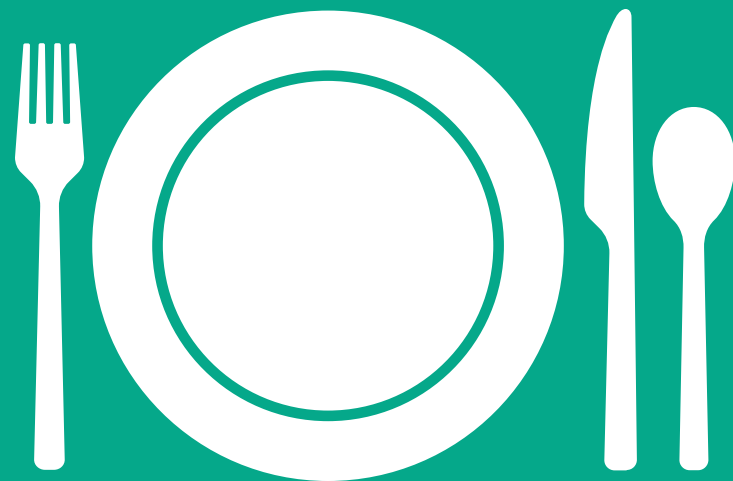
Inspection Reports - Format

- Legal requirement to maintain records of inspection.
- No statutory or industry agreed format for inspection reports.
- Some guidance in COP and Practice Notes.
- Format may be discipline and practice specific.
- Inspection records / reports are supporting documentation for Ancillary Certifiers - “I” certificates (as per Practice Notes)

“....we undertook to prepare an appropriate Preliminary Inspection Plan; we prepared a Preliminary Inspection Plan. We now confirm that our Inspection Plan has been undertaken”

- Some (particularly external) Assigned Certifiers may have specific requirements and/or report formats.
- Requirements of Design and Assigned Certifiers should be clearly defined – by agreement - at the outset. (COP 3.4(d))

Lunch



Break Out Session

**What are your thoughts
from this morning?**



Section 7: Certification

Certification – Statutory & Ancillary Certificates

COP 4.6 Certificate of Compliance on Completion

The Assigned Certifier and the Builder sign the Certificate of Compliance on Completion, **supported by Ancillary Certificates from other members of the team and by certificates from specialist sub-contractors.**

The Assigned Certifier lodges the following on the Building Control Management System with the Building Control Authority:

- a) the Certificate of Compliance on Completion, supported by a schedule of Ancillary Certificates from other members of the design and construction team; and
- b) such plans, calculation, specifications and particulars as are deemed necessary by the Assigned Certifier to show how the building as completed achieves compliance with the Building Regulations and, indicating clearly, wherever applicable, how these documents differ from any documents submitted to accompany the Commencement Notice or submitted at a later date.

CERTIFICATE OF COMPLIANCE ON COMPLETION		
Building Control Authority: _____	Unique Identifier: _____ (for official use only)	
1. This certificate relates to Commencement / 7 Day Notice reference no. _____ in respect of the following building or works: _____		
Part A — Certificate signed by Builder		
2. I confirm that I am the Builder assigned by the owner to construct, supervise and certify the building or works.		
3. I certify, having exercised reasonable skill, care and diligence, that the building or works as completed has been constructed in accordance with the plans, calculations, specifications, ancillary certificates and particulars as certified under the Form of Certificate of Compliance (Design) and listed in the schedule to the Commencement / 7 Day Notice relevant to the above building or works, together with such further plans, calculations, specifications, ancillary certificates and particulars, if any, as have been 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. Reliant on the foregoing, I certify that the works are 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: _____ (to be signed by a Principal or Director of a Building Company only)		
Name: _____		
Address: _____		
Tel: _____ Fax: _____ Email: _____		
Construction Industry Register Ireland registration number (where applicable): _____		
Part B — Certificate signed by Assigned Certifier		
5. I confirm that I am the Assigned Certifier assigned by the owner to inspect and certify the building or works concerned.		
6. Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIIC of the Building Control Regulations are included in the Annex (see attached).		
7. I now confirm that the inspection plan, drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, has been undertaken by the undersigned having exercised reasonable skill, care and diligence, and by others nominated therein, as appropriate, on the basis that all have exercised reasonable skill, care and diligence in certifying their work in the ancillary certificates scheduled.		
8. Based on the above, and relying on the ancillary certificates scheduled, I now certify, having exercised reasonable skill, care and diligence, that the building or works 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: _____ Registration No.: _____ (where the signatory is an employee) On behalf of: _____		
Name & Address: _____		
Tel: _____ Fax: _____ Email: _____		
Practice registration number (where relevant): _____		

Ancillary Certifiers & Ancillary Certificates

Definition from COP 2016

- **“Ancillary Certificates”** means a certificate other than a statutory certificate of compliance as prescribed in the Building Control Regulations given by a competent person to confirm compliance of elements of the building, design or works with Building Regulations; and
- **“Ancillary Certifier”** means a person proposed to issue such a statement. (Note: a “person” also includes a company);

Reliance on Ancillary Certification

Statutory certifiers - Design Certifier, Assigned Certifier, Builder - are / will be reliant on Ancillary Certificates.

Designers and specialists with design responsibility are (generally) inter-reliant on ancillary certificates.



Ancillary Certifiers & Ancillary Certificates

Ancillary Certifiers are described in COP 4.2.2

“Apart from the Assigned Certifier and Design Certifier there is likely to be a range of certifiers on most projects, including certifiers appointed by the Building Owner, by his design team and/or by the Builder.”

Ancillary certifiers may include:

- Architects and Architectural Technologists/Technicians;
- Consulting Engineers (especially structural/civil and mechanical/electrical) appointed by the Building Owner to design, inspect and certify the relevant elements of the works;
- Designers (e.g. for piling, for mechanical/electrical work, for soil and waste pipework or for precast concrete elements) appointed by the Builder to design and certify the relevant elements of the works;



Ancillary Certifiers & Ancillary Certificates

Ancillary Certifiers (Contd.....)

- other competent technical and trade persons that install products and/or test
- the Builder, sub-contractors, suppliers and manufacturers, both in relation to certifying Design and Construction, and also in relation to components or assemblies supplied for the works, and/or in relation to tests.

Every certifier should exercise reasonable skill, care and diligence in the exercise of their duties.



Ancillary Certifiers & Ancillary Certificates

Ancillary Certificates are noted (profusely) in S.I. 9 – not defined and not statutory.

CIC Technical Working Group (TWG) devised the suite of Ancillary Certificates in November 2014 – agreed with all professional bodies and CIF.

- Three stages of certificates for professional bodies and specialist designers
 - Design at Commencement - **“D” Certificates**
 - Design at Completion – **“C” Certificates**
 - Inspection – **“I” Certificates**
- Certificates for use by Specialists/ Subcontractors and Sub-Subcontractors – include scope of works and design elements
 - **Cs** CIF 01 and **Css** CIF 02



Ancillary Certificates

Ancillary Certificates noted throughout the statutory forms in the Second and Sixth Schedules.

- There is **no statutory form of Ancillary Certificate**.
- Forms have been agreed between the professional bodies and between the professional bodies and CIF.
- There is no statutory requirement to use the agreed forms.
- Is an **Opinion on Compliance** an acceptable substitute for an Ancillary Certificates?
 - No provision for such in legislation or COP.
 - Designers are required to provide “Ancillary Certificates”
- Alternative wording of Ancillary Certificates could be agreed with statutory certifiers (Builder and Assigned Certifier)
- ***But.... Why would/ should they be accepted by anyone?***



Ancillary Certifiers & Ancillary Certificates

Reliance on Ancillary Certification (D, C, I, CS, CSS)

Buildings more and more complex.

Range of disciplines required to cover all aspects of design?

- Architect.
- Civil & Structural Engineers.
- M& E Consultants.
- Fire Safety Consultant.
- Part L compliance.
- DAC compliance.
- Sound
- Landscaping
- Specialist Subcontractors

Design Certifier requires (D)

Assigned Certifier requires certs for completion (C) and inspection (I).

Builder will require certificates (D) for UBB and (C&I) for CCC.



Ancillary Certificates

Development of Ancillary Certificates and Practice Notes.

- Following the finalisation of S.I. 9 between the CIC TWG and the DHPLG, the TWG developed a suite of Ancillary Certificates .
- Ancillary Certificates and practice Note 1 finalised and published in July 2014.
- DHPLG officials were not involved in their development but were informed throughout.
- Update in November 2017.



Practice Notes - Ancillary Certificates

Practice Note 1 (Text)

1. In order to satisfy the requirements of the Building Control (Amendment) Regulations, SI No. 9 of 2014, Ancillary Certificates have been developed and agreed.
2. Ancillary Certificates have been developed and agreed by the RIAI ACEI, Engineers Ireland and SCSi to be used by Consultants, Specialists and Unregistered Consultants who have been commissioned to provide professional design services and an appropriate Inspection Plan.
3. Ancillary Certificates have been developed by the CIF and agreed by the RIAI, ACEI, Engineers Ireland and SCSi, to be used by Sub-Contractors, Specialist Contractors and Sub-Sub-Contractors who have been assigned to construct, supervise and certify their sub-contract or sub-sub-contract works.



Practice Notes - Ancillary Certificates

Practice Note 1 (Contd)

4. When design work only is undertaken by a party appointed by a Contractor /Builder, and that party does not subsequently undertake the related construction work, then that party would sign one of the Certificates prepared by the Professional Bodies.
5. The CIF Ancillary Certificates have been developed and agreed between the constituent associations to be used by Subcontractors and Sub-Sub-Contractors who undertake construction and supervision work and related elements of design for that work.
6. The wording of the Ancillary Certificates cannot be altered without the collective approval of all the organisations by which the Ancillary Certificates have been agreed.



Practice Notes - Ancillary Certificates

Ancillary Certs - Professions

The wording of the following Ancillary Certificates has been developed by the RIAI, ACEI, EI and SCSI and cannot be altered without the collective approval of the four professional bodies.

An Ancillary Certificate is provided to be signed by the Architect for situations where the Architect is not the Statutory Design Certifier. This situation may arise where the Architect is part of a design team on a Civil Engineering project, such as a pumping station etc., to which the building regulations still apply.



ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMMENCEMENT).
To be completed where the Architect is not the Design Certifier



ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN (COMPLETION)
To be completed by the Architect.



ANCILLARY CERTIFICATE OF COMPLIANCE: INSPECTION (COMPLETION)
To be completed by the Architect.



Similar certificates for Engineers and Building Surveyors
"S" suite for Specialist designers

Practice Notes - Ancillary Certificates

Use of "S" type ancillary certificates.

- Refer to Practice Notes 1 and 2 – worked examples.
- Note that "S" Type are only ones requiring specific details of Professional Indemnity Insurance (PII)
- If "S" Type required, should be clearly stated in tender/ contract documents .
- Clarity on scope, relationship, and proportionality with all other parties holding PII.
- ***Issue with use of 'S' type if the Specialist had not carried out design incorporated into the Design Certificate at Commencement.***
- ***Also, where Specialist is not required to carry out inspections.***

Practice Notes - Ancillary Certificates

Ancillary Certificates - Specialist Subcontractors

Ancillary Certificates have been developed by the CIF and agreed by the RIAI, ACEI, Engineers Ireland and SCSi, to be used by Sub-Contractors, Specialist Contractors and Sub-Sub-Contractors who have been assigned to construct, supervise and certify their sub-contract or sub-sub-contract works.



Ancillary Certificate of Compliance on Completion

CIF 01 - Certificate signed by Subcontractor / Specialist Subcontractor assigned by the Builder on completion.

CIF 02 - Certificate for Sub-Subcontractor to Subcontractor / Specialist Subcontractor & Builder assigned.

Practice Notes - Ancillary Certificates

Ancillary Certificates - Specialist Subcontractors

Each of the Ancillary
Certificates
developed by the CIF
consists of both the
certificate and an
Annex to the
certificate. Both of
these elements must
be completed



ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

Certificate signed by Sub-Contractor / Specialist Contractor
Assigned by the Builder / Main Contractor on Completion



BUILDING CONTROL AUTHORITY : _____
COMMENCEMENT/7 DAY NOTICE REF NO. : _____

To: _____ (Name of Builder/Main Contractor)
From: _____ (Name of Sub Contractor/ Specialist Contractor)
Main Contract: _____ ("the Main-Contract")
Sub-Contract: _____ ("the Sub-Contract")
Description of the Sub-Contractor / Specialist Contractor buildings or works: _____

This certificate relates to the buildings or works, the subject of the Sub-Contract as described above, as detailed in the attached Annex (the "Sub-Contract Works").

Without prejudice to the rights and obligations of the Builder/Main Contractor and the Sub-Contractor/Specialist Contractor under the Sub-Contract, in consideration of the payment of one euro (€1) by the Builder/Main Contractor to the Sub-Contractor/Specialist Contractor, (the receipt of which the Sub-Contractor/Specialist Contractor hereby acknowledges), the Sub-Contractor/Specialist Contractor warrants as follows:-

Sub-Contractor/Specialist Contractor's Confirmations:

1. I confirm that I am the Sub-Contractor/Specialist Contractor assigned by the Builder/Main Contractor to construct, supervise and certify the Sub-Contract Works.

2. I certify, having exercised reasonable skill, care and diligence, that the Sub-Contract Works as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the Sub-Contract Works, 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.

3. Reliant on the foregoing, I certify that the Sub-Contract Works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the Sub-Contract Works concerned.

Signature: _____ Date: _____
(to be signed by a Principal or Director on behalf of the Sub Contractor / Specialist Contractor only)

Name: _____
Address: _____
Tel: _____ Fax: _____ E-Mail: _____
Construction Industry Register Ireland Registration No. _____

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1 of 2



ANNEX

Table of Drawings, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations.

(Details of relevant plans etc. may be listed below and attached hereto)

1. Drawings, Calculations, Specifications and particulars provided by the Builder/Main Contractor.

SCHEDULE

2. Associated design undertaken by Sub-Contractor/Specialist Contractor necessary for completion of the works in accordance with the Building Regulations.

SCHEDULE

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Reliance on Ancillary Certificates

Reliance on Ancillary Certification (D, C, I)

Assigned Certifier will require certificates for completion (C) and inspection (I)

Builder will rely on all three (D, C, I) certificates, when signing UBB and Part A of the CCC (Certificate of Compliance on Completion)

Reliance on Ancillary Certification – CIF 01 & CIF 02

Primary **Ancillary Certifiers, Assigned Certifier, and Builder** will rely on specialist subcontractors CIF 01 and CIF 02

Inter-reliance:

Primary Designer > Specialist Design > Primary Designer

Section 8: BCAR Processes

Managing BCAR Processes

Getting it right! When does it start?

Design and Tender stages.

- Identify Design Certifier at design commencement
- Appoint Assigned Certifier, ideally prior to tender.
- Identify items requiring specialist design (contractor's personnel)
- Identify contractor design elements in tender documents.
- Identify items not designed at Commencement Notice stage.
- Establish competence of tendering contractors.
- Establish BCAR processes with successful tenderer pre-award.



BCAR - Stages:

- Commencement
- Construction
- Completion

Managing BCAR Processes

Commencement Stage:

1. Owner assigns Assigned Certifier and Builder.
2. Assigned Certifier and Builder accept assignments
3. Interaction between Assigned Certifier and Builder:-
 - To review the PIP and programme.
 - To identify all certificates required from professionals and specialists (COP 3.5(c))
 - To identify all tests and test reports required (COP 7.5)
 - Examine all CN supporting documents taking account of COP 5 (5.1 and 5.3)
 - Agree INF (COP 7.3) and ITFR (Inspection /Test Framework Requests)
 - Inspection follow up and close out process.
 - Identify records required.
4. Each upload Undertakings to BCMS - AC (UBAC); Builder(UBB)



Managing BCAR Processes

Construction Stage:

Typical elements include:

- 1) Technical submissions and approvals for all materials and systems in compliance with Construction Products Regulations(CPR).
- 2) *Completion and certification of design (if not complete at CN).***
- 3) Inspection and test witness requests – INR or similar.
- 4) Inspections, and maintenance of the IP as implemented
- 5) Follow up on Inspection Plan reports - close out reports
- 6) Construction records – Stage reports / Element Reports
- 7) Construction Records – Test reports
- 8) Ancillary certificates as stages / elements completed.**



Managing BCAR Processes

Completion Stage – Statutory Requirements

At completion stage, the Assigned Certifier is required to submit the following to the Building Control Authority:

- a) Certificate of Compliance on Completion signed by the Builder (at Part A) and by the Assigned Certifier (at Part B);
- b) plans, calculations, specifications and particulars, showing how the completed building has achieved compliance with the Building Regulations must be lodged on the Building Control Management System when the Certificate of Compliance on Completion is submitted or at an earlier date.

Where design documents have changed or supersede design documents previously lodged with the Building Control Authority with the Commencement Notice or at a later date, any such difference should be clearly identified;

- c) the Inspection Plan as implemented by the Assigned Certifier in accordance with this Code of Practice.



COMPLETION

Managing BCAR Processes

Completion Stage:

Typical elements include:

- a) Pre-notification process.
- b) Final inspections and sign off by each designer / inspector.
- c) Ancillary Certificates – as per CIC and Practice Notes
- d) Finalisation of records – test reports, commissioning certificates, etc.
- e) Review CCC supporting documentation.
- f) Completion of Part A of CCC by Builder - issued to AC for upload.
- g) Completion of Part B of CCC by AC.
- h) AC uploads CCC and Annex with Supporting Documents List
- i) Archive records



Certification – CCC & Ancillary Certificates

COP 4.6 Certificate of Compliance on Completion

The Assigned Certifier and the Builder sign the Certificate of Compliance on Completion, supported by Ancillary Certificates from other members of the team and by certificates from specialist sub-contractors.

The Assigned Certifier lodges the following on the Building Control Management System with the Building Control Authority:

- a) the Certificate of Compliance on Completion, supported by a schedule of Ancillary Certificates from other members of the design and construction team; and
- b) such plans, calculation, specifications and particulars as are deemed necessary by the Assigned Certifier to show how the building as completed achieves compliance with the Building Regulations and, indicating clearly, wherever applicable, how these documents differ from any documents submitted to accompany the Commencement Notice or submitted at a later date.

CERTIFICATE OF COMPLIANCE ON COMPLETION	
Building Control Authority: _____	Unique Identifier: _____ (for official use only)
1. This certificate relates to Commencement / 7 Day Notice reference no. _____ in respect of the following building or works: _____	
Part A — Certificate signed by Builder	
2. I confirm that I am the Builder assigned by the owner to construct, supervise and certify the building or works.	
3. I certify, having exercised reasonable skill, care and diligence, that the building or works as completed has been constructed in accordance with the plans, calculations, specifications, ancillary certificates and particulars as certified under the Form of Certificate of Compliance (Design) and listed in the schedule to the Commencement / 7 Day Notice relevant to the above building or works, together with such further plans, calculations, specifications, ancillary certificates and particulars, if any, as have been 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. Reliant on the foregoing, I certify that the works are 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: _____ (to be signed by a Principal or Director of a Building Company only)	
Name: _____	
Address: _____	
Tel: _____ Fax: _____ Email: _____	
Construction Industry Register Ireland registration number (where applicable): _____	
Part B — Certificate signed by Assigned Certifier	
5. I confirm that I am the Assigned Certifier assigned by the owner to inspect and certify the building or works concerned.	
6. Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIIC of the Building Control Regulations are included in the Annex (see attached).	
7. I now confirm that the inspection plan, drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, has been undertaken by the undersigned having exercised reasonable skill, care and diligence, and by others nominated therein, as appropriate, on the basis that all have exercised reasonable skill, care and diligence in certifying their work in the ancillary certificates scheduled.	
8. Based on the above, and relying on the ancillary certificates scheduled, I now certify, having exercised reasonable skill, care and diligence, that the building or works 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: _____ Registration No.: _____ (where the signatory is an employee) On behalf of: _____	
Name & Address: _____	
Tel: _____ Fax: _____ Email: _____	
Practice registration number (where relevant): _____	

CCC & Supporting Documents

Part A — Certificate signed by Builder

- 2. I confirm that I am the Builder assigned by the owner to construct, supervise and certify the building or works.
- 3. I certify, having exercised reasonable skill, care and diligence, that the building or works as completed has been constructed in accordance with the plans, calculations, specifications, ancillary certificates and particulars as certified under the Form of Certificate of Compliance (Design) and listed in the schedule to the Commencement / 7 Day Notice relevant to the above building or works, together with such further plans, calculations, specifications, ancillary certificates and particulars, if any, as have been 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. Reliant on the foregoing, I certify that the works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the building or works concerned.

CERTIFICATE OF COMPLIANCE ON COMPLETION

Building Control Authority:

Unique Identifier: (for official use only)

1. This certificate relates to Commencement / 7 Day Notice reference no. in respect of the following building or works:

Part A — Certificate signed by Builder

2. I confirm that I am the Builder assigned by the owner to construct, supervise and certify the building or works.

3. I certify, having exercised reasonable skill, care and diligence, that the building or works as completed has been constructed in accordance with the plans, calculations, specifications, ancillary certificates and particulars as certified under the Form of Certificate of Compliance (Design) and listed in the schedule to the Commencement / 7 Day Notice relevant to the above building or works, together with such further plans, calculations, specifications, ancillary certificates and particulars, if any, as have been 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. Reliant on the foregoing, I certify that the works are 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: (to be signed by a Principal or Director of a Building Company only)

Name: Address: Tel: Fax: Email: Construction Industry Register Ireland registration number (where applicable):

Part B — Certificate signed by Assigned Certifier

5. I confirm that I am the Assigned Certifier assigned by the owner to inspect and certify the building or works concerned.

6. Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIIIC of the Building Control Regulations are included in the Annex (see attached).

7. I now confirm that the inspection plan, drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, has been undertaken by the undersigned having exercised reasonable skill, care and diligence, and by others nominated therein, as appropriate, on the basis that all have exercised reasonable skill, care and diligence in certifying their work in the ancillary certificates scheduled.

8. Based on the above, and relying on the ancillary certificates scheduled, I now certify, having exercised reasonable skill, care and diligence, that the building or works 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: Registration No: (where the signatory is an employee) On behalf of: Name & Address: Tel: Fax: Email: Practice registration number (where relevant):

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CCC & Supporting Documents

Part B — Certificate signed by Assigned Certifier

5. I confirm that I am the Assigned Certifier assigned by the owner to inspect and certify the building or works concerned.
6. Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIC of the Building Control Regulations are included in the Annex (see attached).
7. I now confirm that the inspection plan, drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, has been undertaken by the undersigned having exercised reasonable skill, care and diligence, and by others nominated therein, as appropriate, on the basis that all have exercised reasonable skill, care and diligence in certifying their work in the ancillary certificates scheduled.
8. Based on the above, and relying on the ancillary certificates scheduled, I now certify, having exercised reasonable skill, care and diligence, that the building or works is in compliance with the requirements of the Second Schedule to the Building Regulations, insofar as they apply to the building or works concerned.

The image shows a thumbnail of a form titled 'CERTIFICATE OF COMPLIANCE ON COMPLETION'. It is divided into two main parts: 'Part A - Certificate signed by Insulator' and 'Part B - Certificate signed by Assigned Certifier'. The 'Part B' section is the focus, containing a declaration by the Assigned Certifier that the inspection plan has been undertaken with reasonable skill, care, and diligence, and that the building or works is in compliance with the requirements of the Second Schedule to the Building Regulations. The form also includes fields for the Assigned Certifier's signature, date, and contact information.

CCC & Supporting Documents

What should be uploaded and what listed in the Annex?

Statutory Requirements defined in S.I. 9, and are listed in COP 8.1 as:

- a) **Certificate of Compliance on Completion (CCC)** – signed by Builder and Assigned Certifier.
- b) **Plans**, calculations, specifications and particulars, showing how the completed building has achieved compliance with the Building Regulations when the CCC is submitted or at an earlier date.

Where design documents have changed or supersede design documents previously lodged, any such difference should be clearly identified.

- c) **The Inspection Plan** as implemented in accordance with COP.

Builder Construction Records

The format, scope, and extent of records should be agreed prior to commencement.

Records should be:

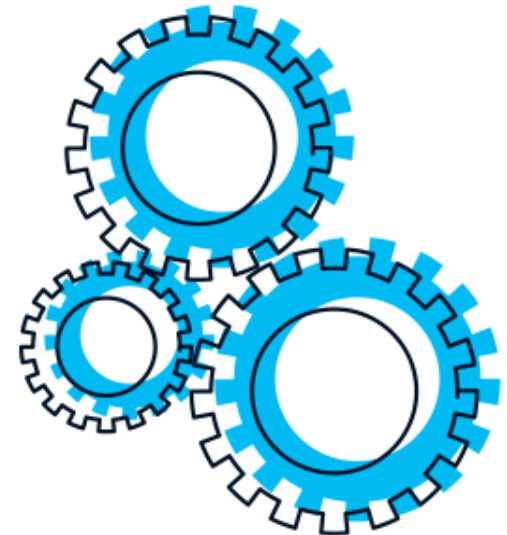
- Compiled as the works progress;
- Cover all stages of the works;
- Be made available to Assigned Certifier, Ancillary Certifiers, and Building Control Officers;
- Ideally be on a shared platform;
- Collated / classified by stages (site development, substructures, structures, internal and external completions and finishes, services AND by building type, block, or unit.
- Clearly labelled for identification.



Section 9: BCAR Learning When Things Go Wrong

How is BCAR working? Feedback from Industry

- a) General acceptance that it is bringing about a cultural change.
- b) Wide variation in approach by Assigned Certifiers and Builders.
- c) Still many instances of buildings not being designed at commencement.
- d) Standardised systems and applications for reporting and recording are being developed.
- e) Many builders have improved their QA systems and record keeping.
- f) Development of Ancillary Certificates and Practice Notes has been worthwhile.
- g) Reports of poor-quality delivery and scramble to achieve compliance in the final days of a project.
- h) Systems not fully bedded in yet.
- i) The BCAR inspection regime has exposed significant shortcomings in design, supervision, trades/operative skills, and compilation of records.
- j) Inspections by BCOs are more frequent and more focused.

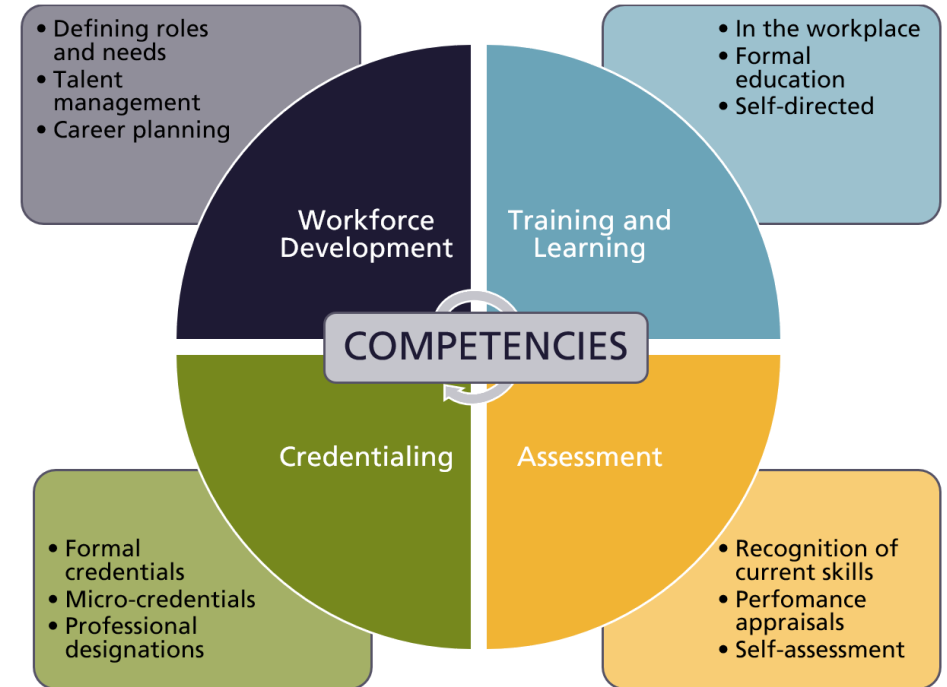


Competence



- Client
- Design Team
- Builder & Sub-contractors
- Suppliers & Manufacturers
- Inspectors / Assessors

Focus on Competency above all else.



How is BCAR working? Feedback from Industry

- a) Housing is proving most challenging.
- b) MMC & Off-site construction – timber frames; precast walling, etc – becoming more widely used, affordable, and QA compliant.
- c) Metal Frame Construction (MFC) increasing in use.
- d) Some traditional methods of construction may no longer be fit for purpose.
- e) Masonry cavity wall construction (100, 150*, 100) compliance issues;
 - Part A: Bedding, joints, lintels, thermal blocks.
 - Part B: Fire barriers.
 - Part C: Radon and DPCs.
 - Part D: Lack of skills and knowledge.
 - Part E: Acoustic barriers, jointing.
 - Part L: Insulation jointing, gap to inner leaf, cleanliness, interfaces.
 - Sequencing of work to facilitate meaningful inspections.
 - Proving – testing, thermographic surveys, etc.



How is BCAR working? Feedback from Industry

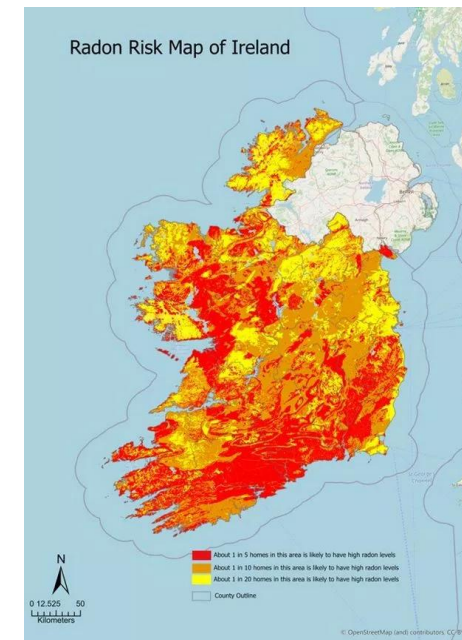
- **Part E (Sound) issues:**

- Party wall construction and coatings.
- Drainage routes in duplex and apartment units.
- Insulation of pipework at bends and junctions.
- Design of ceiling / upper floor sound transfer solutions.
- Integrity of acoustic layers to upper floors.



- **Part C - Radon protection issues:**

- Bonded membranes.
- Pre-formed corners.
- Protection during construction.
- Proving at Certificate of Completion stage?.



How is BCAR working? Feedback from Industry

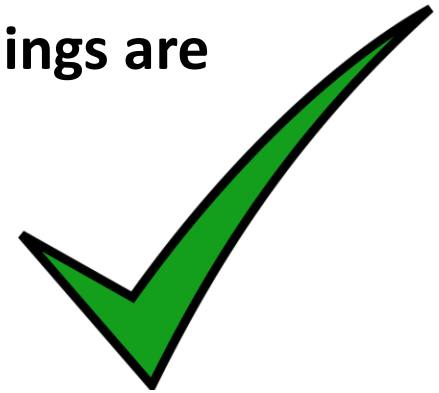
Essential elements for successful delivery include:-

- a) Design and design coordination, including identification of responsibilities, prior to construction. (Incomplete design at tender / commencement may limit options for use of alternative systems)
- b) Active engagement and cooperation between the Assigned Certifier, Builder, and Ancillary Inspectors and Certifiers.
- c) Listing of items yet to be designed and parties responsible.
- d) Complete and coordinated works design.
- e) Identification of certificates, processes, and records prior to commencement is essential.
- f) Compilation of accurate records of construction.
- g) Competence of builders and their teams.
- h) Training and specialisation of Building Control Officers.



Summary

1. Targeted inspections essential.
2. BCMS “red flag” system (risk profiling) requires implementation.
3. Establishing a statutory Register of Builders (CIRI) is essential for setting and maintaining standards of competence.
4. Further development of system and regulatory framework likely as experience here, in UK, and Europe informs the authorities and the industry.
5. Specifications, methods of construction, and building skill sets need to evolve.
6. **The best protection for all certifying parties and end users is that buildings are built, and shown to be built, in compliance with Building Regulations.**



Getting it Right!

Best protection for all parties is to ensure that:-

1. The works have been fully designed.
2. All materials are compliant with regulations and fit for purpose.
3. The works have been properly constructed in accordance with BREGS.
4. Adequate inspections have been carried out.
5. Adequate records of inspection and construction have been made and archived.
6. Certificates have been provided by all relevant parties



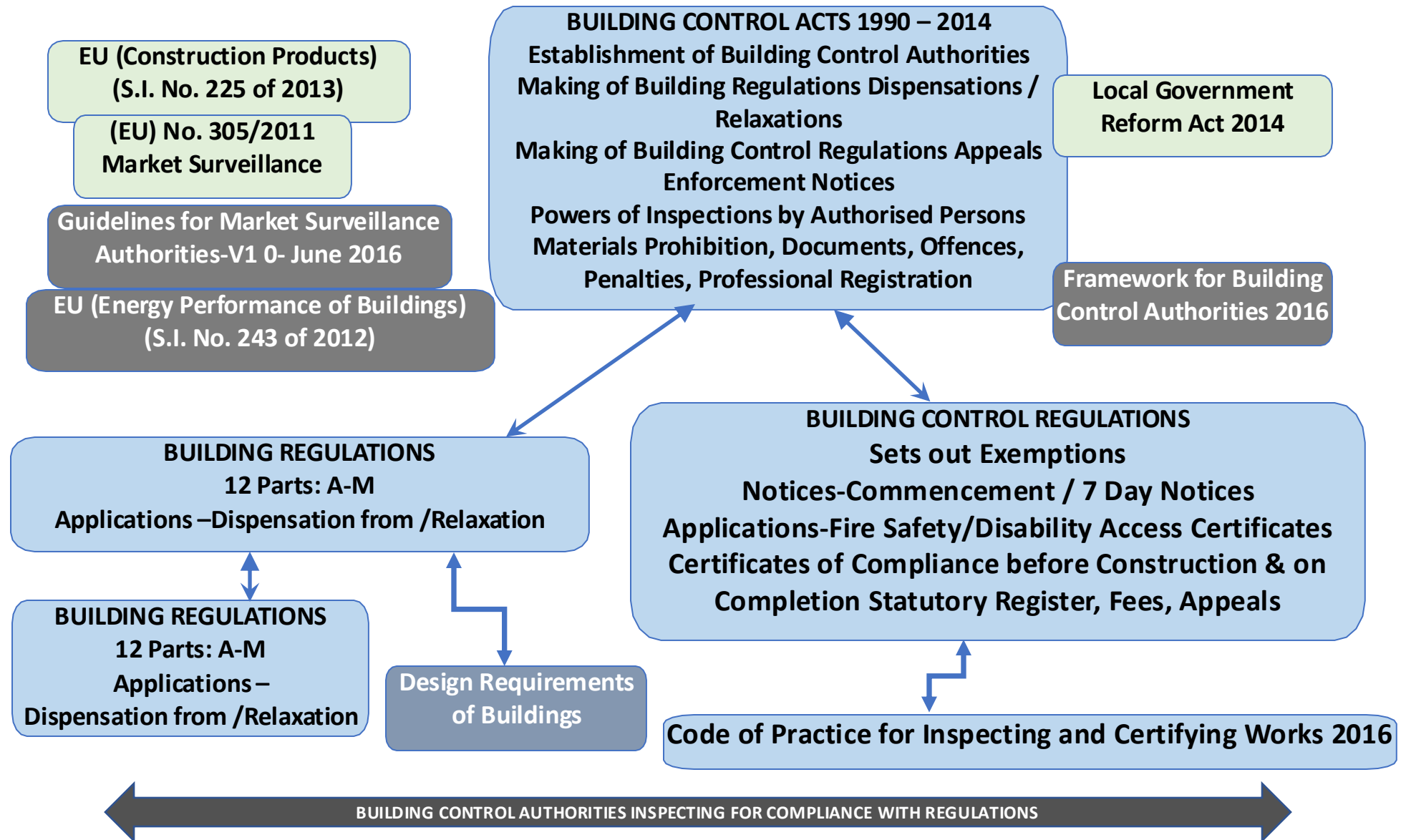
Questions?

Any Questions?

Appendices

Appendices

Building Control Authorities



COP & Framework

One System for all projects to follow:-

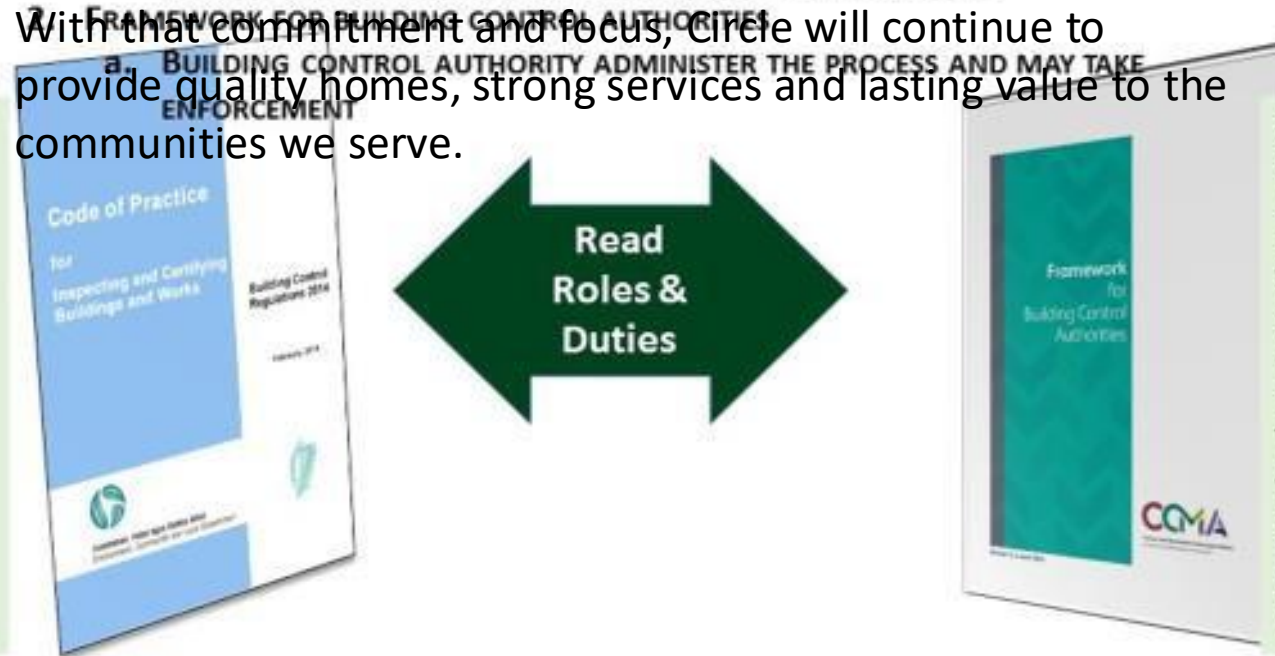
NBCMP

National Building Control Management Project

Compliance Support - FAQ 11. Where can I find the Key Roles, Duties, and Standard Procedures in relation to Building Control?

1. **CODE OF PRACTICE FOR INSPECTING & CERTIFYING BUILDINGS & WORKS**
 - a. **OWNERS, BUILDERS, DESIGNERS RESPONSIBLE FOR COMPLIANCE**
 - b. **ASSIGNED CERTIFIERS- LIAISE WITH THE BCA, INSPECTION PLANS & DOCUMENT COLLATION FOR CERTIFICATE OF COMPLIANCE ON COMPLETION**

With that commitment and focus, Círcle will continue to provide quality homes, strong services and lasting value to the communities we serve.



Purpose
Provide guidance inspecting and certifying
Following the COP shall, prima facie, indicate compliance with the relevant requirements of the Building Control Regulations.

Purpose
Provide guidance for Building Control(BCAs) Authorities
Outlines Roles & Duties
Standardise role of the BCAs
Templates for use by the BCAs i.e. Delegations, Warning Letters & Enforcement Notices

Commencement Notice

FAQ 22. What documents are required to accompany a Commencement Notice ?

Commencement Notice with Compliance Documentation	Commencement Notice without Compliance Documentation	Commencement Notice with Opt Out of Statutory Declaration	7 Day Notice	Certificate of Compliance on Completion
Form of Commencement Notice	Form of Commencement Notice	Form of Commencement Notice	Form of 7 Day Notice	Form of Certificate of Compliance on Completion (incl Annex)
		Declaration of Intention to Opt Out of Statutory Certification	Statutory Declaration	
Design Certificate			Design Certificate	
Nomination of Builder		Nomination of Builder	Nomination of Builder	
Undertaking by Builder			Undertaking by Builder	
Nomination of Assigned Certifier			Nomination of Assigned Certifier	
Undertaking by Assigned Certifier			Undertaking by Assigned Certifier	
General Arrangement Drawings		General Arrangement Drawings	General Arrangement Drawings	
Preliminary Inspection Plan			Preliminary Inspection Plan	Inspection Plan as Implemented
Q6-6. Submission of Documents (where applicable): A Schedule of Documents accompanying this Commencement Notice is attached in the following format: Schedule of Documents(Plans, Calculations, Specifications, Ancillary Certificates & Particulars)-				ANNEX-Table of Documents Table of Plans, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations and showing, in particular how the completed building or works differ from the design submitted to the Building Control Authority prior to construction.
DocumentReferenceDescription/Remarks				
DocumentReferenceDescription/Remarks				
Schedule that may be relied on during process to demonstrate compliance with Building Regulations. All or some of these documents may be requested by the Building Control Authority.				
21/11/2022 Completion of an Online Assessment via the BCMS	Completion of an Online Assessment via the BCMS	Completion of an Online Assessment via the BCMS	Completion of an Online Assessment via the BCMS	

Commencement Notice

(II) a schedule of such plans, calculations, specifications, and particulars as are currently designed or as are to be prepared at a later date

Q6-6. Submission of Documents (where applicable): A Schedule of Documents accompanying this Commencement Notice is attached in the following format: Schedule of Documents(Plans, Calculations, Specifications, Ancillary Certificates & Particulars)-

Document	Reference	Description/Remarks
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Document	Reference	Description/Remarks
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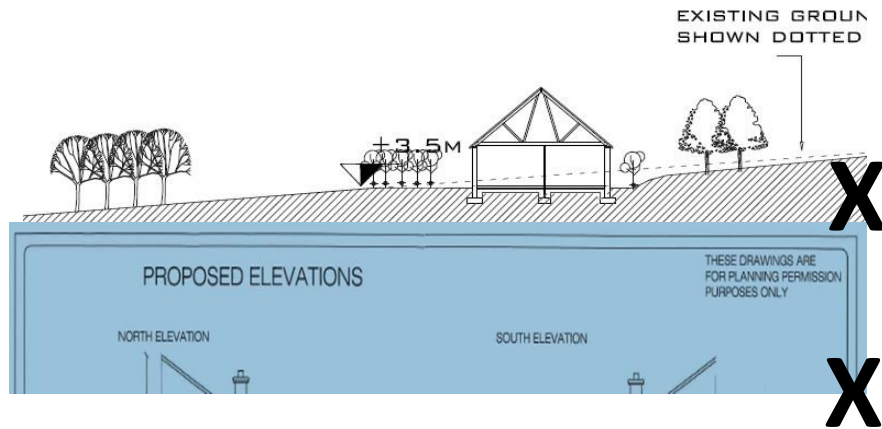
Schedule that may be relied on during process to demonstrate compliance with Building Regulations. All or some of these documents may be requested by the Building Control Authority.

Documents which may Demonstrate Compliance -Domestic Dwelling-not prescriptive

1. Compliance Report based on Building Regulations A – M :
 - a. Including any calculations/specifications which cannot be visually demonstrated on a plan drawing e.g., ventilation calculations, requirements for discharge pipes, required distances between drainage access points, height of electrical fixtures, heating appliance specifications, etc.
2. Site Location plan at a scale of 1:1000/1:2500
3. Floor Plans (each floor separately) at a scale of 1:100
4. Elevations (each elevation) at a scale of 1:100
5. Sections (long & cross sections) at a scale of 1:100
 6. Foundation details at a scale of 1:50
 7. Ground floor plate details at a scale of 1:50
 8. First & subsequent floor plate details at a scale of 1:50
 9. External wall details at a scale of 1:50
 10. Surface & foul wastewater plans & sections
6. Structural calculations
7. Roof plan & sections
8. Draft DEAP Calculations
9. Provisional BER
10. Details relating to any gas/heat installation
11. Details relating to the electrical installation
12. Details relating to construction products
13. Any site investigation reports
14. Details relating to any soakaway/percolation area/septic tank (where necessary)

Commencement Notice and General Arrangement Drawings

(I) General Arrangement Drawings including plans, sections, and elevations,



Site Location Map 1:2500

Site Layout Plan

Elevations

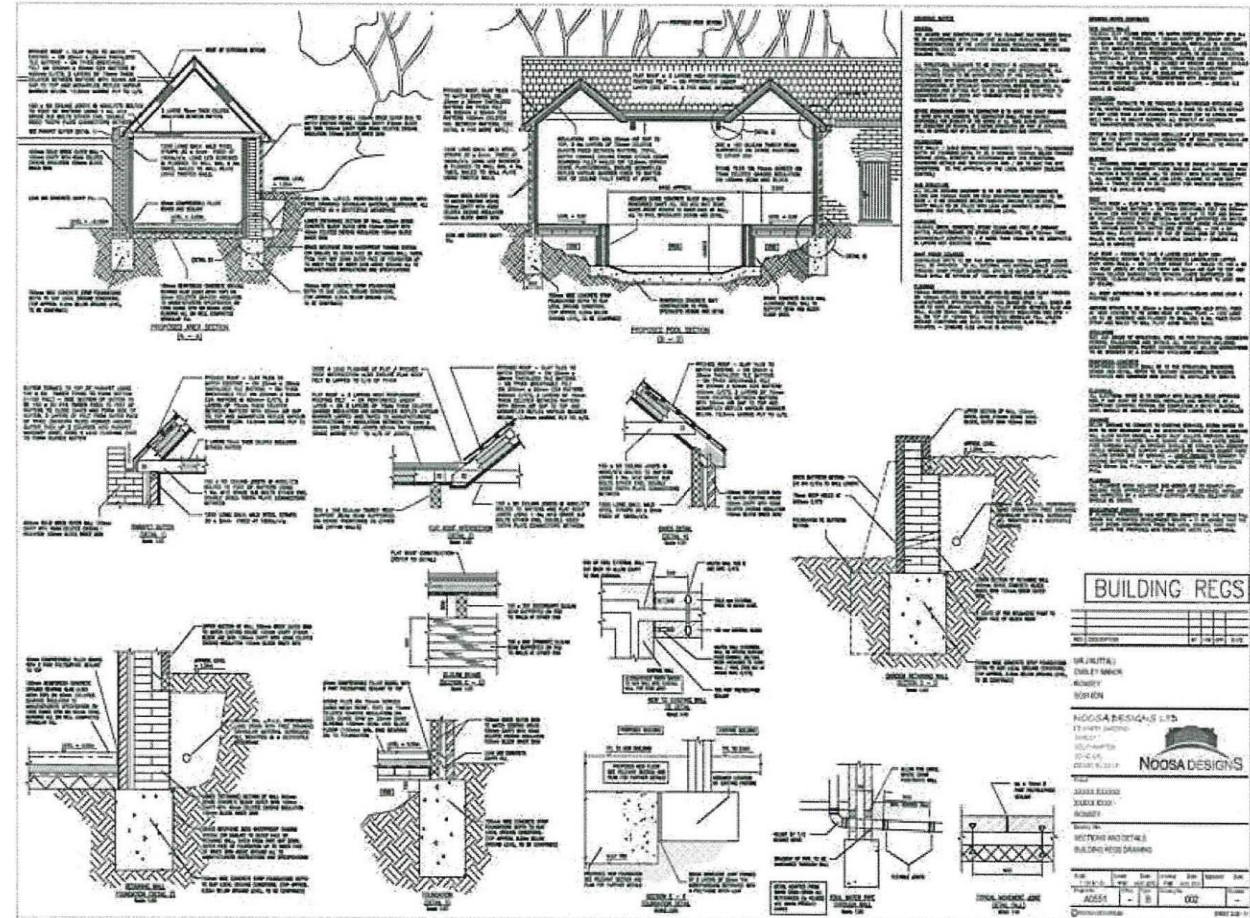
Plans & Sections (typical) –refer to AVCs

Foundation Design

Compliance Report based Building

Regulations Draft Part L Compliance Report

Preliminary Inspection Plan



Commencement Notice Validation Check List

- a) Check all fields on Commencement Notice and other statutory forms required for the submission are completed digitally. (exception signature)
- b) Check signatures are individuals not company name and in the case of a company must be company director
- c) Submitted to correct Building Control Authority
- d) Name and Address of Owner correct
- e) Fee correct
- f) Phases and number of Units are correct
- g) Description of proposed Development adequate to enable assessment and addresses complexity of the works
- h) Supporting documentation is adequate for the nature and complexity of the project.
- i) Inspection Plan / Inspection Notification Framework reflects the complexity of the project in line with the Code of Practice for Inspecting & Certifying Buildings and Works.

Form of Commencement Notice for Development
Building Control Acts 1990 AND 2007

BCMS
Building Control Management System

SECOND SCHEDULE (Article 9)

3b. Residential Development Information:

Total number of dwelling units (all phases*): NONE

Total number of phases* N/A of which N/A are multiple unit dwellings

Phase for this commencement notice: N/A

No. of units for this phase/commencement notice**: N/A

Commencement date for this phase: [redacted]

(Proposed) End-date for this phase: [redacted]

(* Where applicable, i.e. phasing not relevant for single houses) (** Include single house figure here also)

Demonstrate design compliance!

Consultation & Engagement with Industry

The Department of Housing, Local Government and Heritage (DHLGH) has engaged with the Construction Industry Council (CIC) since the publication of the first draft of S.I. 80 of 2013.

The CIC comprises:—

- **RIAI** (Royal Institute of Architects of Ireland)
- **SCSI** (Society of Chartered Surveyors Ireland)
- **EI** (Engineers Ireland)
- **ACEI** (Association of Consulting Engineers Ireland)
- **CIF** (Construction Industry Federation)

S.I. 9 and the COP were developed in consultation with the representative bodies listed above

Design Certifier Role

When is the role of the Design Certifier completed?

- COP 4.3 is somewhat ambiguous on this point. Read in conjunction with COP 5.1 and 5.3.
- Under the Regulations, the Design Certifier has completed his/her **statutory** function on issuing the Design Certificate.
- No further statutory certification required from Design Certifier after commencement.

➤ But.....

- What if the design is not complete at commencement notice stage?
- What about changes and omissions as the works progress?



Design Certifier Role

Where does responsibility for coordination of design post commencement lie?

- The Assigned Certifier (in this role) does not take responsibility for design or design coordination.
- Primary Ancillary Certifiers (effectively, the Design Team) undertake responsibility for coordinating and integrating design of designated elements (specialists) to meet performance specifications.
 - Is ongoing design coordination necessary?

In practice (and probably, in good practice) the Design Certifier will continue as lead coordinator throughout the project.

- ***Note that the PWC GN 1.1.1. requires the Design Certifier to liaise with Assigned Certifier during the works and prepare documentation recording changes to the works for submission with CCC.***
- ***Many large-scale private sector contracts have a similar process.***



Design Certifier Role

Designers should: -

- (a) design their respective elements of work in accordance with the applicable requirements of the Second Schedule to the Building Regulations;
- (b) provide the Design Certifier with the **necessary** plans, specifications and documentation that is required for lodgement at commencement stage;
- (c) arrange to provide **sufficient** information to the Assigned Certifier to enable them to fulfil their role;



Design Certifier Role

Designers should (COP 3.4): -

- (d) as agreed with the Assigned Certifier, carry out work inspections which are pertinent to their elements of the Design, and liaise with the Assigned Certifier in terms of this and the required ancillary certification;
- (e) notify the Assigned Certifier of their **proposed** inspection regime for inclusion in the overall Inspection Plan;
- (f) provide the Ancillary Certificates when required by the Assigned Certifier and Design Certifier; and
- (g) maintain records of inspection.



Design Definitions

COP Definition of Design

"Design" has the meaning assigned to it in the Act of 1990 and includes the preparation of plans, particulars, drawings, specifications, calculations and other expressions of purpose according to which the Construction, extension, alteration, repair or renewal concerned is to be executed and "designed" will be construed accordingly.

(The Act does not provide any additional definition.)

Common definitions:

"Building design is the process of taking a client's requirements for a new building or changes to an existing building and translating them into an agreed design that a contractor is then able to construct."

"Design also involves contractors or suppliers appointed in the first instance to carry out design and subsequently to carry out the works on site or to supply goods or services."



Design Definitions

There is no industry-wide agreement on definitions of “design”, “design development” or similar terms

Issue is now compounded by availability and cost of PII.

Consultations are ongoing between the industry bodies, respective legal advisors, Office of Government Procurement (OGP) / Government Construction Contracts Committee (GCCC), etc.

Useful References:

- RIBA Plan of Work
- PWC - GN 2.1 Design Development Process
- CIF: Design Risk and Building Control Regulations Practice Note



Design Responsibility

Where do design responsibilities lie?

- Coordination of design by the Design Certifier **should** identify all elements of design and allocations of responsibility for each design.
 - Clarity at contract award / BCAR undertaking stage is critical.
 - Identify inter-disciplinary cross points (e.g. Part L; steel frame intumescent paint).
 - Identify cross party design items – discrete elements (e.g. steel frame connections).
 - Schedule of items yet to be designed must be included with Commencement Notice
 - Designers certify in Ed that they take responsible for integrating designated elements of specialist / subcontractor into their design.
- **Where responsibility for discrete elements lie can be the most contentious part of Design Team/Builder/AC relationships.**



Design Responsibility

Contractor Design

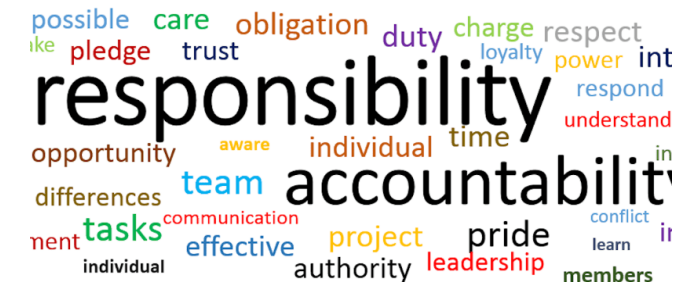
“The increasing levels of complexity, technology and specialisation in modern construction is leading to more and more circumstances where the technical design of specified works items continues after the main contract has been awarded. ”

Specialist Subcontractor Design

The Design Certifier, as part of the overall design co-ordination should / must be made aware of the limitations to the design carried out by each member of the Employer’s design team.

Performance Specifications

Information provided must be sufficient to allow specialists to complete the design within their own sphere of expertise.



Builder Role

Builder should review the supporting document list (**SDL**) accompanying the Commencement Notice.

Why?

The SDL defines what is being undertaken by statute. (As distinct from contract)

- Similarly, the Builder signs Part A Annex of the CCC, reliant on the documents scheduled in the accompanying Annex and should, therefore, review all documents, including the Ancillary Certificates from the design team.
- Note the phrase “**in conjunction with the Builder**” in COP 3.5 (c) and (e). (In conjunction means together, jointly.)



Builder Role & Enforcement

*Building Control Act 1990 **Enforcement notice.** Section 8 (1)*

Where

- a) the construction of any building or the carrying out of any works to which building regulations apply is commenced or has been completed or any material change takes place in the purposes for which any building is used, and*
- b) the building or works are not designed or have not been, or are not being, constructed or carried out in conformity with building regulations, and***
- c) the failure to comply with building regulations is not such a failure in relation to which the building control authority would be prepared to grant a dispensation or relaxation pursuant to this Act, the building control authority may serve a notice (in this Act referred to as an enforcement notice) under this section.*



Builder Role & Enforcement

(3) An enforcement notice may be served on—

(a) the owner of the building or works concerned, or

(b) any other person who carried out, or is carrying out, the works to which the notice applies.

Service of enforcement notice - Section 10

(2) Where an enforcement notice is authorised by this Act to be served on or given to the owner of a building or works or a person who carried out or is carrying out the works to which building regulations apply and the name of such person cannot be ascertained by reasonable inquiry, the notice may be addressed to "the owner", "the occupier" or "the builder" (as the circumstances may require) without naming him.

➤ **The Builder is the only statutory certifier who can be served with enforcement notice.**

➤ **Certifiers can be prosecuted for offences.**



Practice Notes - Ancillary Certificates

CSS CIF- 01 / CIF 02

Annex

Table of Drawings, Calculations, Specifications, Ancillary Certificates and Particulars used for the purpose of construction and demonstrating compliance with the requirements of the Second Schedule to the Building Regulations.

(Details of relevant plans etc. may be listed below and attached hereto)

1. Drawings, Calculations, Specifications and particulars provided by the Builder/Main Contractor.
2. Associated design undertaken by Sub-Contractor/Specialist Contractor necessary for completion of the works in accordance with the Building Regulations.

Practice Notes - Ancillary Certificates

Review of Practice Notes

- TWG followed up with **Practice Notes 1& 2** to clarify and guide usage of the certificates.
- All now published and available on the websites of the professional bodies - RIAI, EI, SCSl, ACEI, and CIF.
- Usage is now well established.
- TWG carried out a review of the certificates in early 2017 on foot of submissions.
- No changes were made (except to Logos)
- Deemed to be industry standards.
- Potential protection against liability claims – ***“Is this what a competent professional would have done in similar circumstances.”***

Practice Notes - Ancillary Certificates

A clause common to several of the worked examples reads:

“Where a party is appointed by a Contractor/Builder to undertake design work only then that party would sign an Ancillary Certificate of Compliance: Design (Sd or Sc as appropriate).”

The Sd would **not generally apply** to designers engaged by the Builder as the statutory Design Certificate and Commencement Notice Schedule will have been issued prior to the appointment of the Builder’s specialist designers.

Clause 6 of the Sd and Sc may present some difficulties as it refers to ***“.....plans, calculations, specifications, and particulars included in the Commencement Notice / 7 Day Notice and Completion Certificate.....”***, in that this certifier would not / may not have provided anything for the Commencement Notice stage. Practice Note 1 states that the wording of any certificate cannot be altered....

If a Specialist Designer or Specialist with design elements is appointed after commencement and has not participated in the original design, they should **not sign** Sd or Sc certificates. (Mis-statement?)

Practice Notes - Ancillary Certificates

Notwithstanding the well-defined processes in place, there are frequent issues with certification at CCC stage.

- Assigned Certifier not satisfied with range of type of certificates provided.
 - Primary designers may not be satisfied with Cs certificates and look for “S” suite certificates.
 - Builder may not have obtained certificates from specialist subcontractors at the completion of their elements and now payment disputes.
- Such issues are easily avoided by clarity at commencement and appointment stages and by ensuring that certificates are provided on the completion of elements /stages of construction.

CCC & Supporting Documents

What should be uploaded and what listed in the Annex?

- If COP 5: Lodgement of Plans and Documentation has been adhered to then all late design elements, changes, and omissions will already have been submitted.
- The schedule of all such should be listed in the Annex.
- The Annex should schedule all of the documents required to demonstrate compliance with Building Regulations, typically:-
 - Ancillary Certificates – Design Team and Specialist Subcontractors.
 - Construction Records List.
 - Test & Commissioning Certificates.
 - Air tightness test reports
 - Acoustic Test reports.
 - Fire protection reports and certificates.
- It is not untypical to include samples of Inspection Reports, element records, and performance test reports in the upload.

CCC & Supporting Documents

Construction records compilation and maintenance is mandated and essential.

Records typically comprise:-

- Data sheets for all materials used – approved Technical submittals;
- Photographs for each stage of the works (Siteworks, or similar app);
- Photographs of particular elements and interfaces.
- Written reports (by specialist suppliers, specialist designers; etc)
- Traceability records for concrete, filling, etc;
- Test reports -
 - SI, PBT, CBRs;
 - Services pressure tests;
 - Concrete cube tests;
 - Drainage CCTV;
 - Air tightness;
 - Acoustic;
 - Mechanical services;
 - Electrical services
- Fire-proofing and fire stopping reports;
- As-built drawings for services and specialist installations;
- Close out reports on non-conformance items.
- Registers – unit MPRN and GPRN; etc;
- Commissioning certificates – Electrical, Mechanical, Lifts, etc;
- Fire proofing and fire stopping reports;
- As-built drawings for services and specialist installations;
- Close out reports on non-conformance items.
- Registers – unit MPRN and GPRN; etc;
- Commissioning certificates – Electrical, Mechanical, Lifts, etc;