Guide to Lodging a Commencement Notice with Opt Out Declaration on the BCMS

This document is intended as a guide and is not intended to act as a user manual for the BCMS system. Its aim is to provide a basic walk-through of the new functionality added to the BCMS from the 7th June 2016.

The new functionality will allow users of the BCMS to lodge a Commencement Notice with Declaration of Intention to Opt Out of Statutory certification on the BCMS.

Note 1: In opting out of the requirements for statutory certification of S.I. 9 of 2014, you are making the decision to not have a Design Certifier certify the design of the building, and you are making the decision to not have an Assigned Certifier inspect and oversee the works. In addition, you will not be able to register a Certificate of Compliance on Completion with your Local Authority.

Contents

Accessing the BCMS........................................................................................................2
  Dashboard ..................................................................................................................3
  My Details................................................................................................................3
  My Applications ........................................................................................................3
  New Applications....................................................................................................4
Process for lodging a Commencement Notice with Opt Out Declaration ............5
  Project Details........................................................................................................5
  Project Assessment ................................................................................................9
  Nominate Roles .......................................................................................................11
  Statutory Documents ............................................................................................13
  Supporting Documents ..........................................................................................15
  Payments ................................................................................................................17
Accessing the BCMS

You can access the BCMS by entering www.localgov.ie/en/bcms onto your web browser, or by searching for ‘BCMS’ in any search engine.

Once you have accessed the BCMS, you will be brought to the login page.

If you have accessed the BCMS before, you can go ahead and log into the system, by entering your user email address, and your password.

If you have never logged into the BCMS before, you can select the ‘Create new account’ tab, and follow the steps to create a new account.

If you have already registered with the BCMS, but have forgotten your password, you can navigate to the 'request new password’ tab, and follow the on-screen steps to request a new password.

On a successful login to the BCMS, you will be brought to your home screen.
Dashboard

The ‘dashboard’ tab provides a series of quick links to view the Building Registers, and to lodge new Notices, or Certificates.

My Details

The ‘My Details’ tab provides access to the users’ credentials, allowing the user to update his/her Personal Details, Address Details, Company Details, or Qualification Details.

My Applications

The ‘My Applications’ tab provides a list of Commencement Notices, 7 Day Notices and Certificates of Compliance on Completion relevant to the user. Here, you can see the status of the Notices / Certificates, whether Incomplete, Submitted, Requiring Additional Information, or complete, along with the Validation Status, whether Valid or Invalid, and the relevant Reference Numbers.

From here you can select, and modify any Notice / Certificate that is marked as ‘Incomplete’. This page also shows the project submission number, which should be quoted in all correspondence with your Local Authority, or with the LGMA.
New Applications

The ‘New Application’ tab will also allow you to lodge a new Notice / Certificate, and provides a brief synopsis of the required documents.
Process for lodging a Commencement Notice with Opt Out Declaration.

Project Details

If you wish to lodge a Commencement Notice with Opt Out Declaration, select ‘New Commencement Notice Application’

Once you have selected ‘New Commencement Notice Application’, you will be brought to the Application Details page, where you can enter in details of the project.
Details which are required include:

- The Application Type
- The Local Authority in which the development is located
- The proposed Date of Commencement of the development
- The proposed end date of the works
- The Planning Permission No.
- The date of grant of Planning Permission
- The date of expiry of Planning Permission
- The Project name
- The Activity type
- The Description of the Development

Note 2: For an Opt Out Declaration, the Notice Type must be ‘Commencement Notice with Opt Out Declaration’
Note 3: The Proposed date of Commencement must be a date which falls in the period of 14 – 28 days after the submission of the Commencement Notice. When specifying the commencement date, you should account for any delays which may occur in the completion of the Commencement Notice Process.

If Insufficient Notice is given to the Local Authority, it may lead to an invalidation of the Notice.

Note 4: The Project Name should a short name which allows you to identify the project.

Note 5: The Project Description is the Description, which will appear on your Commencement Notice, on your Opt Out Declaration, and on the Statutory Register, on Validation of the Commencement Notice. It must adequately describe the proposed works.

Other details, which are required on this page are:

- The Phasing of the Development – for an Opt Out development, all numbers should be 1 on the ‘phasing’ question
- The Fee for the development
- The Location of the Development

Note 6: The Fee for the Commencement Notice is €30.00 per building being commenced.
On completion of all particulars, you can select ‘save’ to save your progress. If the system encounters an error in the information submitted, it will highlight it, and ask you to correct it before saving.

On a successful ‘save’ of the information entered, you will be provided with a summary sheet of the data entered. If you wish to change any of the particulars, you can select ‘edit’.

If you are satisfied with the particulars entered, you can proceed to ‘Project Assessment’
**Project Assessment**

In the project Assessment tab, you can select ‘Add building’ to add details of your building.

Once you select ‘Add building’, you will be presented with the following screen,
The details, which can be entered on this page are:

- Type of Building or Works – *New Building, Extension, or change of use*
- Use of the Building
- Sub Group
- Construction Type
- Quantity
- Number of Stories – *Number of floors to be constructed, including the ground floor*
- Height of the Building

For an opt Out Declaration, the ‘Use of the Building’ menu is restricted to ‘Domestic Dwellings’

You can select the specific sub group from one of the following options:

- Dwelling Houses without Garage
- Dwelling Houses with attached garage
- Dwelling Houses with detached garage

If you wish to construct a domestic dwelling, with detached garage, please select this option from the sub-group drop down menu. The system will prompt you, on save, to enter the details for the garage.

For a Commencement Notice with Opt Out Declaration, the Quantity of buildings must always be 1.

The ‘construction type’ is multi-select. You can tick all boxes which apply.
On a successful ‘save’ of the information entered, you will be provided with a summary sheet of the data entered. If you wish to view, change or delete any of the buildings entered, you can select the ‘view’ ‘edit’ or ‘delete’ buttons, as appropriate.

If you are satisfied with the particulars entered, you can proceed to ‘Nominate Roles’

**Nominate Roles**

This is the section where you nominate to the project, via the BCMS, the Owner, Builder, and Designer. The nominated roles will be shown on the Commencement Notice

Select the ‘Edit Roles’ button to continue.

Once you have selected the ‘Edit Roles’ Button, you will be presented with a page where you may enter in the name and email address of the person or company associated with the roles.

**Warning:** In most cases, where a user has a problem with the BCMS, it is related to nomination, and acceptance of ‘Roles’. You are strongly advised to ensure that any person you wish to nominate has already accessed, and registered with the BCMS.

You should also ensure that the email address you have entered for a nominated person is correct. Roles are associated with email addresses only. If the wrong email address is entered, that person / company will not be nominated, and cannot accept that role.
The roles which must be nominated / accepted are:

- Owner
- Builder
- Designer

**Note 7:** For an Opt Out Declaration the ‘Designer’ is the person who designed the building. The ‘Designer’ does not have to be a Chartered Engineer, Registered Architect or Registered Building Surveyor.

Once you have nominated other parties, they have to sign in and accept their roles before you can proceed any further.

If you are the owner and have nominated yourself, on ‘save’ you can click the ‘accept’ button to accept the role.
Once all the roles have been accepted by all parties, you can proceed to the ‘Statutory Documents’ tab

**Statutory Documents.**

The Statutory Documents tab will only be available once the Project Details, Project Assessment and Nominate Roles tabs have been fully completed, and are marked with a green tick.

For a Commencement Notice with Opt Out Declaration Application, three types of Statutory Document must be added to the system. These are:

- Commencement Notice
- Notice of Assignment (Builder)
- Declaration of Intention to Opt Out of Statutory Certification
All 3 documents must be signed by the Building Owner. In order to ensure that the correct forms are signed, you can follow these steps:

1. Click the ‘download’ button for each of the forms

2. Print each of the forms, checking each one to ensure that the barcode number at the top matches the project submission number

3. Ensure that the Building Owner signs each of the documents

4. Scan each of the documents to your computer

5. Select the relevant statutory document type for upload

6. Click ‘browse’ to browse your computer for the correct file

7. Confirm that the file name appears next to the ‘Browse’ button on ‘save’

8. Click ‘Upload’ to upload the file to the BCMS
9. Confirm that the uploaded file appears next to the relevant statutory document.

10. Repeat for all 3 documents.

If you wish to delete a file, you can click the trashcan symbol to delete.

**Note 8:** The Bar Code at the top of each of the statutory documents must match the project submission number. Do not use a document from another project.

**Note 9:** The BCMS can only accept PDF documents. When you are scanning the forms to your computer, ensure that they are scanned as PDF’s.

Once you are satisfied that all documents have been submitted, you can proceed to the ‘Supporting Documents’ tab.
For a Commencement Notice with Opt Out Declaration Application, a minimum of two types of Supporting Document must be added to the system. These are:

- General Arrangement Drawings, i.e. plans, sections, elevations, etc.
- A Schedule of Documents supporting the proposed design

These documents can be added in a similar way to the Statutory Documents.

1. Select the relevant statutory document type for upload

2. Click 'browse' to browse your computer for the correct file

3. Confirm that the file name appears next to the 'Browse' button on 'save'

4. Click 'Upload' to upload the file to the BCMS

5. Confirm that the uploaded file appears next to the relevant statutory document.
6. Repeat for all relevant documents.

![Supporting Document]

If you wish to delete a file, you can click the trashcan symbol to delete.

**Note 10:** The BCMS can only accept PDF documents. When you are attempting to upload documents to the BCMS, please ensure that they are PDF files.

Once you are satisfied that all documents have been submitted, you can proceed to the ‘Payments’ tab.

**Payments**

Once you are on the payments tab, you can pay for the submission, which will complete the process and submit the application to the relevant local Authority.

Before paying and submitting the application, you should

1. Briefly review the project particulars, and confirm that they are correct

2. Check the notice date falls between 14 and 28 days from the date of submission. *Note: if this date has to be changed the system will notify you automatically, but any changes to the commencement date must be reflected in the commencement Notice, i.e. you will have to print it out and sign it again.*

3. Check that the fee is correct (€30.00 per building listed in the commencement notice). *Note: if the fee is incorrect, it can be changed on the ‘Project Details’ tab.*
Once the application is submitted, you will receive a confirmation email from the BCMS stating that it has been submitted. If you do not receive this email, you can review the project and its status on the ‘My Applications’ tab.

**Warning:** When completing any Statutory Notice/Application/Certificate/Declaration, please ensure that all sections of the forms are fully and accurately completed. Any information omitted or found to be inaccurate may render your submission invalid and inspections may take place any time up to 5 years after completion of your buildings or works. Enforcement carries costs.