

# Local Government Management Agency

## Guide to Lodging Certificates of Compliance on Completion on the BCMS

This document is intended as a basic 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 modules added to the BCMS from the 19<sup>th</sup> February 2016.

The new modules will allow Assigned Certifiers to lodge an application for a Certificate of Compliance on Completion to the BCMS.

The February 2016 update will also include a re-designed user interface, which should improve the user experience.

### The New Interface

The redesigned interface has been designed to simplify the user experience.

### My Dashboard

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

My Dashboard

My Details

My Applications

New Application

Logout

Welcome to the Building Control Management System (BCMS) site.

To comply with Building Regulations, before you commence building you must submit a Commencement Notice or a 7 Day Notice. On completion of a building you may need a Certificate of Compliance on Completion in order to occupy the building. The onus is on all parties involved in the build to ensure compliance with the Building Regulations.

Seven day Notice

Commencement Notice

Certificate of Compliance on Completion

View the building register:

Q1 2016

Q4 2015

Q3 2015

Q2 2015

Q1 2015

Q4 2014

Q3 2014

Q1 and Q2 2014

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

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.

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' or 'Requiring Additional Information'.

This is a Test CN Project	Commencement Notice With Documentation	13698568	04/02/2016	Complete	<a href="#">Details</a>
Test CN for a Multi Unit CCC	Completion Certificate	2000103		Incomplete	<a href="#">Details</a>
Test CN for a Multi Unit CCC	Completion Certificate	2000102		Incomplete	<a href="#">Details</a>
Test CN for a Multi Unit CCC	Completion Certificate	2000101		Incomplete	<a href="#">Details</a>
CN0000120CW	Completion Certificate	2000100	08/02/2016	Submitted	<a href="#">Details</a>
CN0000120CW	Completion Certificate	CC00000000087CW	08/02/2016	Complete	<a href="#">Details</a>

The **'New Application'** tab will also allow you to lodge a new Notice / Certificate, and provides a brief synopsis of the required documents.

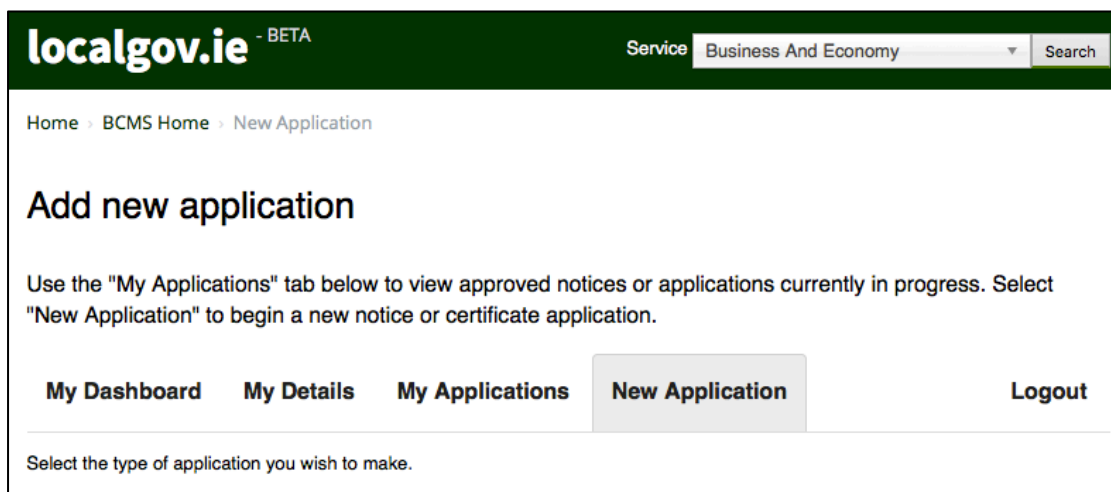
## Process for lodging a Certificate of Compliance on Completion.

(for information on how to lodge a pre-notification CCC [click here](#))

In order to lodge a Certificate of Compliance on Completion (CCC), via the BCMS, an Assigned Certifier should follow this process. A CCC should only be lodged by the Assigned Certifier nominated on the BCMS for the specific project.

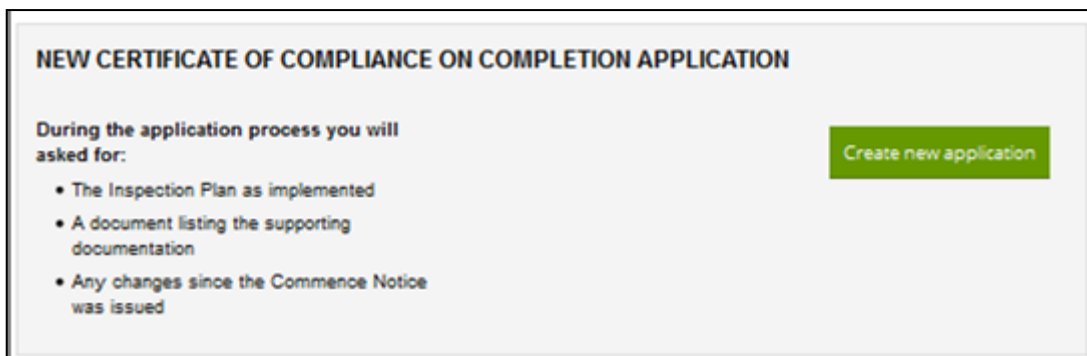
Note: If the Assigned Certifier for a project has been changed, and this change has not been notified to the Local Authority, or has not been changed on the BCMS, you will not be able to lodge a CCC against the Commencement Notice

1. Log on to the BCMS ([click here to go to the BCMS](#))
2. Navigate to the 'New Application' tab



The screenshot shows the 'localgov.ie' website with a '- BETA' tag. The 'Service' dropdown menu is set to 'Business And Economy'. The breadcrumb trail is 'Home > BCMS Home > New Application'. The main heading is 'Add new application'. Below it, a text block states: 'Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.' There is a navigation bar with tabs: 'My Dashboard', 'My Details', 'My Applications', 'New Application' (which is highlighted), and 'Logout'. Below the tabs, a text prompt says 'Select the type of application you wish to make.'

3. Scroll to 'New Certificate of Compliance on Completion'



The screenshot shows a page titled 'NEW CERTIFICATE OF COMPLIANCE ON COMPLETION APPLICATION'. It contains a section 'During the application process you will asked for:' followed by a bulleted list: 'The Inspection Plan as implemented', 'A document listing the supporting documentation', and 'Any changes since the Commence Notice was issued'. A green button labeled 'Create new application' is positioned to the right of the list.

4. Select 'Create New Application',
5. Select, via the drop down menu, the Commencement Notice against which you wish to lodge the CCC.

**BCMS Home**

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

**My Dashboard   My Details   My Applications   New Application   Logout**

---

**New Certificate of Compliance on Completion Application**

Please select the relevant Commencement Notice to begin your CCC application.

**Certificate Details.**

Select the CN/7DN\*

Select the Commencement Notice against which you want to apply for a Completion Certificate.

- Select -

CN0000120CW - Test CN for a Multi Unit CCC  
CN0000119CW - Test CN for a CCC, with FSC and DAC  
CN0000118CW - This is a Test CN Project

Save   Cancel

Note: If you do not see the required Commencement Notice Number on the drop down menu, then the Commencement Notice is not associated with the users' login credentials

6. Once a Commencement Notice has been selected, a number of additional fields appear. Any field marked with a red asterix must be filled in.
7. Select 'No' to the Pre-Notification of Completion question  
[Note: for a Pre-Notification CCC submission, click here.](#)
8. Select the type of CCC from the following grouping
  - a. Full completion of a Building or Works
  - b. Partial Completion of a Building or works
  - c. Completion of some buildings
9. Enter any relevant Fire Safety Certificate and Disability Access Certificate number(s) for the building or works
10. Enter a description of the completed development

Note: This description will appear on the CCC. The description should be an accurate description of the buildings or works to which the CCC relates. Any buildings or works, which are not the subject of the CCC should not be entered here.

In the case of Housing Estates, it should identify which house numbers are the subject of the CCC

In the case of a Phased Completion, it should clearly specify which works are being completed.

**Certificate Details.**

Select the CN/7DN\* CN0000120CW - Test CN for a Multi Unit C Select the Commencement Notice against which you want to apply for a Completion Certificate.

Select the Commencement Notice against which you want to apply for a Completion Certificate.

Is this a Pre-Notification of Completion?\*

No ☐

Yes ☐

Type of Completion Certificate - Select - Select

FSC (if applicable):

DAC (if applicable):

Description of completed development:\*

Due to space limitations, only 90 characters will appear on file for download and print. However, full description will be stored on the system for future reference.

11. The next two boxes display the project particulars, which were entered on the Commencement Notice. These should be reviewed to confirm that the CN selected is the correct CN for the CCC

**Selected Project Details**

<b>Project Name</b>	CN0000120CW - Test CN for a Multi Unit CCC
<b>Notice No.</b>	CN0000120CW
<b>Description of proposed development</b>	Construction of 100 no. Residential Units in a Housing Estate
<b>Commencement date</b>	22/02/2016
<b>Local authority</b>	Carlow County Council
<b>Location address from the CN</b>	Any Street, Any Town, Co. Carlow

12. Enter the number of units, which are being covered by the CCC.

**Note:** The number of units completed cannot exceed the number of units commenced. If in doubt, contact your local Building Control Authority

### Building Details

Please choose the buildings you want to include in this Completion Certificate.

**Residential (Dwellings) - Dwelling House (100)\***
☒

**No of Units on CN:** 100

**Units Certified to-date:** 40

**No. of Units on this CCC:\***

Enter the number of buildings of this type which will be included on this Completion Certificate.

13. Enter the addresses for the completed buildings.

Note: You can add in multiple addresses against a single CCC. Addresses can be displayed as a range of buildings, e.g. 1 – 10 The Way, or individually, e.g. No.1 The Way, No. 2 The Way, etc.

### Please confirm the Address(es) covered by this Completion Certificate.

**Same address as Location of Development.**
☒

**Name / Number**

**Street / Townland\***

**Area / Town\***

**County\***

**Postcode / Eircode**

**Name / Number**

**Street / Townland\***

**Area / Town\***

**County\***

**Postcode / Eircode**

Remove

Add Additional Address

14. Click Save once all the appropriate details are entered.

15. Once you have clicked 'Save', a summary of the details entered will appear, and a green 'tick' will appear against the Certification Details tab. If any of the details have been entered in error, you can click the edit button to change them. If you are satisfied with the details entered, you can proceed to the 'Roles' tab.

### Project: Construction of an Office

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

[My Dashboard](#) [My Details](#) [My Applications](#) [New Application](#) [Logout](#)

Certification Details ✓

Roles

Statutory Documents

Supporting Documents

Submission

Application No.

2000153

Is this a Pre-Notification of Completion?

No

Local authority

Carlow County Council

Description of works completed under this Certificate of Compliance on Completion:

Shell and Core Only

Completion Type

Partial completion of Buildings or Works

Project Name

CN0000128CW - Construction of an Office

Building Details for this Certificate.

Address(es) covered by this Completion Certificate.

Name / Number

Office Street

Street / Townland

Any Street

Area / Town

Any Town

County

Postcode / Eircode

## 'Roles' Tab

Once you have selected the roles tab, you will be asked to confirm the roles of the Building Owner, Builder and Assigned Certifier.

1. Click 'confirm Roles'

## Edit Project: Construction of an Office

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

My Dashboard   My Details   **My Applications**   New Application   Logout

Certification Details ✓

Roles ●

Statutory Documents ●

Supporting Documents ●

Submission ●

Role	Name	ID (email)	Action	Select
Owner	BCMS Owner	BCMS.Owner.Test@gmail.com	Is this the correct Owner	<input checked="" type="radio"/> Yes <input type="radio"/> No
Builder	BCMS Builder Test	BCMS.Builder.Test@gmail.com	Is this the correct Builder	<input checked="" type="radio"/> Yes <input type="radio"/> No
Assigned Certifier	BCMS AC Test	BCMS.AC.Test@gmail.com	Is this the correct Assigned Certifier	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save Details   Cancel

2. Select 'Yes' if the roles as listed are correct.

Note 1: The details contained on the 'roles' tab are automatically extracted from the Commencement Notice details lodged. If these have changed during the course of the construction works, and are not reflected on the 'roles' tab, you should contact your Building Control Authority

Note 2: Selecting 'yes' will not result in the system issuing an email to the relevant roles. This is a cross-reference check.

3. Click 'Save Details' to save the changes.
4. Progress to the 'Statutory Documents' tab

## Statutory Documents



The Certificate of Compliance on Completion can be downloaded from this page. Once it is downloaded, signed, and scanned, it can be uploaded as a Certificate of Compliance on Completion. A completed Inspection Plan, as implemented, and an Annex of documents which the Assigned Certifier is relying on to demonstrate compliance with the Second Schedule to the Building Regulations

## Project: Test CN for a Multi Unit CCC

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

[My Dashboard](#)
[My Details](#)
[My Applications](#)
[New Application](#)
[Logout](#)

Certification Details

Roles

Statutory Documents

Supporting Documents

Submission

You need to download the Completion Certificate. The form must be signed by both the Builder and Assigned Certifier for the project, then scanned and uploaded back to the website using the Upload panel below. If a new version of an existing document is uploaded, the existing document will be overwritten.

Statutory Document

Browse...
No file selected.

The maximum file size for this document is 10mb

Statutory Document Type\*

- Select -


Annex of Documents - As per Part B, Point 6, List the Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIIC of the Building Control Regulations in the Annex document.

Upload

File Name	Document Type	Download	Remove File
-	Certificate of Compliance on Completion	Download	-
-	Inspection Plan as Implemented		-
-	Annex of Documents		-

1. Click 'download' to download your Certificate of Compliance on Completion
2. Save the file to your computer, print out, sign, and scan the signed CCC to your computer.
3. Use the 'Browse' button to navigate to the scanned file
4. Select 'Certificate of Compliance on Completion' from the Statutory Document Type dropdown
5. Click 'upload' to upload the CCC to the BCMS

6. The uploaded document should appear under the 'file name' column.
7. If you have uploaded the wrong document, or need to correct an error, you can delete the relevant document by clicking the trash can symbol under the 'remove file' column

Upload			
File Name	Document Type	Download	Remove File
completion_certificate_7.pdf	Certificate of Compliance on Completion	Download	
-	Inspection Plan as Implemented	-	-
-	Annex of Documents	-	-

8. Repeat for the Inspection Plan and Annex of Documents.
9. Once all 3 documents are uploaded, a green tick will appear in the 'Statutory Documents' tab. You can now progress to the 'Supporting Documents' tab

## Supporting Documents

Any additional documents, which the Assigned Certifier wishes to upload in support of the application, can be uploaded under this tab.

1. Use the 'Browse' button to navigate to the scanned file

## Project: Test CN for a Multi Unit CCC

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

**My Dashboard**

**My Details**

**My Applications**

**New Application**

**Logout**

Certification  
Details

Roles

Statutory  
Documents

Supporting  
Documents

Submission

Please provide any documents required to support this application. The documents and certificates listed in the Annex of Documents should be upload here if requested by the BCA.

Supporting Document

Browse...

No file selected.

Only PDF files are allowed. The maximum file size for this document is 10mb

Supporting Document Type\*

- Select -

Upload

Uploaded Supporting Documentation:

No document uploaded yet

2. Select the relevant document type from the Supporting Document Type dropdown
3. Upload files as necessary

Note: Any documents / drawings / details which were lodged with the Commencement Notice / 7 Day Notice, and have changed through the course of construction works, must be uploaded here, using the 'Differences from Commencement Submission' option from the dropdown menu.

### Submission

Once all the tabs are marked with a green tick, or a green dot in the case of the Supporting Documents, you can progress to the 'Submission' tab.

## Project: Test CN for a Multi Unit CCC

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

[My Dashboard](#)
[My Details](#)
[My Applications](#)
[New Application](#)
[Logout](#)

Certification Details ✓

Roles ✓

Statutory Documents ✓

Supporting Documents ●

Submission ●

Local authority

Carlow County Council

Application No.

2000102

Application Date

08/02/2016

Project Name

CN0000120CW - Test CN for a Multi Unit CCC

To submit this Certificate of Compliance on Completion request to the above Building Control Authority please click the Submit button.

Submit

If you are satisfied that the correct details have been entered, and that the correct documents have been uploaded, you can click the 'submit' button to submit your application to the Building Control Authority.

**Note:** Once submitted, you will not be able to add documents or details to the CCC application, unless the Local Authority requests additional Information

**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.

## **Local Authority Additional Information Requests**

If the Local Authority, having assessed the submission, requires that additional information is required, the system will be unlocked, to allow you to upload the required documents, under the 'Supporting Documents' Tab.

Once you have uploaded the required additional documentation, you must contact your Local Authority to inform them that you have provided the required additional information.

## Process for lodging a Pre-Submission Certificate of Compliance on Completion.

In order to lodge a Pre-Notification Certificate of Compliance on Completion (CCC), via the BCMS, an Assigned Certifier should follow this process. A CCC can only be lodged by the Assigned Certifier nominated on the BCMS for the specific project.

### Q. What is a Pre-Notification Certificate of Compliance on Completion

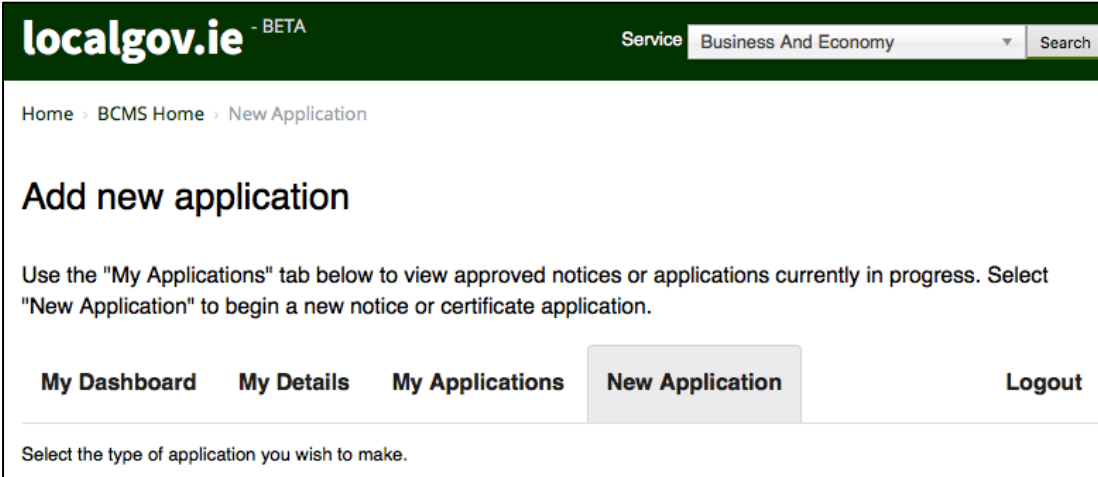
A. A Pre- Notification CCC is a method of lodging a Completion Certificate with a Building Control Authority, for placement on the Register, by i) Submitting plans, calculations, specifications, and particulars to demonstrate compliance with the Second Schedule to the Building Regulations, ii) submitting a completed Inspection Plan, and iii) nominating a date between 3 and 5 weeks from the submission of those documents, on which the CCC is required to be entered on the Register.

The Building Control Authority shall then, upon receipt of the CCC, on a date not later than the date preceding the nominated date, at that point begin to consider the validity of a prospective Certificate of Compliance on Completion so that the authority is in a position to include the details of the relevant Certificate of Compliance on Completion on the register on the nominated date.

Note: If the Assigned Certifier for a project has been changed, and this change has not been notified to the Local Authority, or has not been changed on the BCMS, you will not be able to lodge a CCC against the Commencement Notice

## Application

1. Log on to the BCMS ([click here to go to the BCMS](#))
2. Navigate to the 'New Application' tab



The screenshot shows the 'localgov.ie' website with a green header. The 'Service' dropdown menu is set to 'Business And Economy'. The breadcrumb trail is 'Home > BCMS Home > New Application'. The main heading is 'Add new application'. Below it, a text block states: 'Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.' There are five tabs: 'My Dashboard', 'My Details', 'My Applications', 'New Application' (which is highlighted), and 'Logout'. Below the tabs, a text field is labeled 'Select the type of application you wish to make.'

3. Scroll to 'New Completion Certificate'

## NEW COMMENCEMENT NOTICE APPLICATION

During the application process you will asked for:

- Details of the building project and each type of building
- The name and email address for each "role" in the project
- To download, sign and scan the statutory documents
- Payment of the correct fee

Create new application

## NEW COMPLETION NOTICE

During the application process you will asked for:

- The Inspection Plan as implemented
- A document listing the supporting documentation
- Any changes since the Commence Notice was issued

Create new application

4. Select ' Create New Application',
5. Select, via the drop down menu, the Commencement Notice against which you wish to lodge the CCC.

## BCMS Home

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

My Dashboard
My Details
My Applications
New Application
Logout

### New Certificate of Compliance on Completion Application

Please select the relevant Commencement Notice to begin your CCC application.

#### Certificate Details.

Select the CN/7DN\*

- Select -

- Select -
- CN0000120CW - Test CN for a Multi Unit CCC
- CN0000119CW - Test CN for a CCC, with FSC and DAC
- CN0000118CW - This is a Test CN Project

Select the Commencement Notice against which you want to apply for a Completion Certificate.

Save
Cancel

Note: If you do not see the required Commencement Notice Number on the drop down menu, then the Commencement Notice is not associated with the users login credentials

6. Once a Commencement Notice has been selected, a number of additional fields appear. Any field marked with a red asterisk must be filled in.
7. Select 'Yes' to the Pre-Notification of Completion question

**Certificate Details.**

Is this a Pre-Notification of Completion?\*

No ☐

Yes ☒

The Certificate of Compliance of Completion must be submitted at least 1 day before the Completion date provided below.

Notified Completion Date:\*

Type of Completion Certificate

FSC (if applicable):

DAC(if applicable):

8. Enter the proposed date on which a valid Certificate of Compliance on Completion is intended to be entered on the register

Note1: The 'Nominated Date' is the date that you want the CCC placed on the Register, not the date you are going to submit the CCC.

Note2: The final Certificate of Compliance on Completion form, signed by the builder and Assigned Certifier must be submitted to the Building Control Authority **before** the nominated date

Note3: Where the nominated date falls on a weekend or public holiday, you should ensure that it is submitted to the Building Control Authority at least 1 full working day prior to this date.

9. Select the type of CCC from the following grouping
  - a. Stand alone full completion
  - b. Multi unit full completion
  - c. Multi unit partial completion
10. Enter any relevant Fire Safety Certificate and Disability Access Certificate number(s) for the building or works



## 11. Enter a description of the completed development

Note: The description should be an accurate description of the buildings or works to which the CCC relates. Any buildings or works, which are not the subject of the CCC, should not be entered here.

In the case of Housing Estates, it should identify which house numbers are the subject of the CCC

In the case of a Phased Completion, it should clearly specify which works are being completed.

The screenshot shows a web form titled "Certificate Details." with the following fields and options:

- Select the CN/7DN\***: A dropdown menu showing "CN0000120CW - Test CN for a Multi Unit C...". A tooltip on the right says: "Select the Commencement Notice against which you want to apply for a Completion Certificate."
- Select the Commencement Notice against which you want to apply for a Completion Certificate.**: A small text instruction below the dropdown.
- Is this a Pre-Notification of Completion?\***: Two radio buttons, "No" and "Yes", both of which are currently unselected.
- Type of Completion Certificate**: A dropdown menu showing "- Select -".
- FSC (if applicable):**: An empty text input field.
- DAC (if applicable):**: An empty text input field.
- Description of completed development:\***: A large text area for entering the description. Below the text area, a note states: "Due to space limitations, only 90 characters will appear on file for download and print. However, full description will be stored on the system for future reference."

12. The next two boxes display the project particulars, which were entered on the Commencement Notice. These should be reviewed to confirm that the CN selected is the correct CN for the CCC

Selected Project Details	
<b>Project Name</b>	CN0000120CW - Test CN for a Multi Unit CCC
<b>Notice No.</b>	CN0000120CW
<b>Description of proposed development</b>	Construction of 100 no. Residential Units in a Housing Estate
<b>Commencement date</b>	22/02/2016
<b>Local authority</b>	Carlow County Council
<b>Location address from the CN</b>	Any Street, Any Town, Co. Carlow

13. Enter the number of units, which are being covered by the CCC.

**Note:** The number of units completed cannot exceed the number of units commenced. If in doubt, contact your local Building Control Authority

Building Details	
Please choose the buildings you want to include in this Completion Certificate.	
<b>Residential (Dwellings) - Dwelling House (100)*</b>	<input checked="" type="checkbox"/>
<b>No of Units on CN:</b>	100
<b>Units Certified to-date:</b>	40
<b>No. of Units on this CCC:*</b>	<input type="text" value="10"/> <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">             Enter the number of buildings of this type which will be included on this Completion Certificate.           </div>

14. Enter the addresses for the completed buildings.

**Note:** You can add in multiple addresses against a single CCC. Addresses can be displayed as a range of buildings, e.g. 1 – 10 The Way, or individually, e.g. No.1 The Way, No. 2 The Way, etc.

**Please confirm the Address(es) covered by this Completion Certificate.**

Same address as Location of Development. ☒

Name / Number	<input type="text"/>
Street / Townland*	<input type="text" value="Any Street"/>
Area / Town*	<input type="text" value="Any Town"/>
County*	<input type="text" value="Co. Carlow"/>
Postcode / Eircode	<input type="text"/>

Name / Number	<input type="text"/>
Street / Townland*	<input type="text"/>
Area / Town*	<input type="text"/>
County*	<input type="text" value="Co. Carlow"/>
Postcode / Eircode	<input type="text"/>

Remove

Add Additional Address

15. Click Save once all the appropriate details are entered.
16. Once you have clicked 'Save', a summary of the details entered will appear, and a green 'tick' will appear against the Certification Details tab. If any of the details have been entered in error, you can click the edit button to change them. If you are satisfied with the details entered, you can proceed to the 'Roles' tab.

My Dashboard
My Details
My Applications
New Application
Logout

Certification Details
Roles
Statutory Documents
Supporting Documents
Submission

Application No. 2000102  
Is this a Pre-Notification of Completion? No  
Local authority Carlow County Council  
Completion Certificate Description A  
Completion Type Stand alone Full Completion  
Project Name CN0000120CW - Test CN for a Multi Unit CCC

**Building Details for this Certificate.**  
Building Type Residential (Dwellings) - Dwelling House  
Units included in this Certificate. 10

**Address(es) covered by this Completion Certificate.**

Name / Number  
Street / Townland Any Street  
Area / Town Any Town  
County  
Postcode / Eircode

Name / Number  
Street / Townland Any Street  
Area / Town Any Town  
County  
Postcode / Eircode

Edit

## 'Roles' Tab

Once you have selected the roles tab, you will be asked to confirm the roles of the Building Owner, Builder and Assigned Certifier.

- Click 'confirm Roles

Certification Details
Roles
Statutory Documents
Supporting Documents
Submission

Role	Name	ID (email)	Action	Select
Owner	Eoin O Dowd	eodowd@carlowccco.ie	Is this the correct Owner	<input type="radio"/> Yes <input type="radio"/> No
Builder	Eoin O Dowd	eodowd@carlowccco.ie	Is this the correct Builder	<input type="radio"/> Yes <input type="radio"/> No
Assigned Certifier	Eoin O Dowd	eodowd@carlowccco.ie	Is this the correct Assigned Certifier	<input type="radio"/> Yes <input type="radio"/> No

Save Details
Cancel

6. Select 'Yes' if the roles as listed are correct.

Note 1: The details contained on the 'roles' tab are automatically extracted from the Commencement Notice details lodged. If these have changed during the course of the construction works, and are not reflected on the 'roles' tab, you should contact your Building Control Authority

Note 2: Selecting 'yes' will not result in the system issuing an email to the relevant roles. This is a cross-reference check.

7. Click 'Save Details' to save the changes.

8. Progress to the 'Statutory Documents' tab

## Statutory Documents

The Certificate of Compliance on Completion can be downloaded from this page. Once it is downloaded, signed, and scanned, it can be uploaded as a Certificate of Compliance on Completion. A completed Inspection Plan, as implemented, and

an Annex of documents which the Assigned Certifier is relying on to demonstrate compliance with the Second Schedule to the Building Regulations

My Dashboard
My Details
My Applications
New Application
Logout

Certification Details
Roles
Statutory Documents
Supporting Documents
Submission

The document was uploaded successfully

You need to download the Completion Certificate. The form must be signed by both the Builder and Assigned Certifier for the project, then scanned and uploaded back to the website using the Upload panel below.  
If a new version of an existing document is uploaded, the existing document will be overwritten.

**Statutory Document**  No file selected.

The maximum file size for this document is 10mb

**Statutory Document Type\*** Certificate of Compliance on Completion


Annex of Documents - As per Part B, Point 6, List the Plans, calculations, specifications and ancillary certificates and particulars as required for the purposes of Part IIIC of the Building Control Regulations in the Annex document.

File Name	Document Type	Download	Remove File
<a href="#">draft_completion_certificate.pdf</a>	Certificate of Compliance on Completion	<input type="button" value="Download"/>	
<a href="#">draft_inspection_plan.pdf</a>	Inspection Plan as Implemented		
<a href="#">annex_1.pdf</a>	Annex of Documents		

- Note: At this stage, for a Pre-Notification CCC, to facilitate the system,
- you must upload a draft CCC, which must be overwritten by the final CCC on a date which falls not later than the day before the nominated date
  - You must upload a Draft Inspection Plan, which shows the inspections which have taken place to date, to be overwritten by the final Inspection Plan on a date which falls not later than the day before the nominated date
  - You must upload an Annex of Documents

- Click 'download' to download your Certificate of Compliance on Completion
- Save the file to your computer, print out, sign, and scan the Draft CCC to your computer.
- Use the 'Browse' button to navigate to the scanned file

13. Select 'Certificate of Compliance on Completion' from the Statutory Document Type dropdown
14. Click 'upload' to upload the Draft CCC to the BCMS
15. The uploaded document should appear under the 'file name' column.
16. If you have uploaded the wrong document, or need to correct an error, you can delete the relevant document by clicking the trash can symbol under the 'remove file' column

Upload			
File Name	Document Type	Download	Remove File
completion_certificate_7.pdf	Certificate of Compliance on Completion	Download	
-	Inspection Plan as Implemented	-	-
-	Annex of Documents	-	-

17. Repeat for the Draft Inspection Plan and Annex of Documents.
18. Once all 3 documents are uploaded, a green tick will appear in the 'Statutory Documents' tab. You can now progress to the 'Supporting Documents' tab

## Supporting Documents

Any additional documents, which the Assigned Certifier wishes to upload in support of the application, can be uploaded under this tab.

4. Use the 'Browse' button to navigate to the scanned file

**Project: Test CN for a Multi Unit CCC**

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

[My Dashboard](#)
[My Details](#)
[My Applications](#)
[New Application](#)
[Logout](#)

Certification Details ✓

Roles ✓

Statutory Documents ✓

Supporting Documents ●

Submission ●

Please provide any documents required to support this application. The documents and certificates listed in the Annex of Documents should be upload here if requested by the BCA.

Supporting Document  No file selected.

Only PDF files are allowed. The maximum file size for this document is 10mb

Supporting Document Type\* - Select -

Uploaded Supporting Documentation:

No document uploaded yet

5. Select the relevant document type from the Supporting Document Type dropdown
6. Upload files as necessary

Note: Any documents / drawings / details which were lodged with the Commencement Notice / 7 Day Notice, and have changed through the course of construction works, must be uploaded here, using the 'Differences from Commencement Submission' option from the dropdown menu.

## Submission

Once all the tabs are marked with a green tick, or a green dot in the case of the Supporting Documents, you can progress to the 'Submission' tab.



If you are satisfied that the correct details have been entered, and that the correct documents have been uploaded, you can click the 'submit' button to submit your application to the Building Control Authority.

**Note:** Once submitted, you will not be able to add documents or details to the CCC application, unless the Local Authority requests additional Information

### **WARNING !**

Once submitted, the Building Control Authority has very limited opportunity to alter the file. Where the submitted file is incomplete or contains errors, it may be invalidated and you will have to begin the submission process again, including signing new forms.

## **Final Submission**

Between 3 and 5 weeks after you have submitted the draft documents, and no less than 1 day before the nominated date on which the CCC is to be placed on the Register, the final documents must be uploaded.

1. Log on to the BCMS
2. Navigate to the 'My Applications' Tab

## BCMS Home

Use the "My Applications" tab below to view approved notices or applications currently in progress. Select "New Application" to begin a new notice or certificate application.

[My Dashboard](#)
[My Details](#)
[My Applications](#)
[New Application](#)
[Logout](#)

Select "Details" on any application to view the full application.

Project Name	Notice Type	Reference	Date of Submission	Status	
Test CN for a Multi Unit CCC	Commencement Notice With Documentation	13698574	08/02/2016	Complete	<a href="#">Details</a>
Test CN for a CCC, with FSC and DAC	Commencement Notice With Documentation	13698573	05/02/2016	Complete	<a href="#">Details</a>
This is a Test CN Project	Commencement Notice With Documentation	13698568	04/02/2016	Complete	<a href="#">Details</a>
Test CN for a Multi Unit CCC	Completion Certificate	2000103		Incomplete	<a href="#">Details</a>
Test CN for a Multi Unit CCC	Completion Certificate	2000102		Incomplete	<a href="#">Details</a>
Test CN for a Multi Unit CCC	Completion Certificate	2000101		Incomplete	<a href="#">Details</a>
CN0000120CW	Completion Certificate	2000100	08/02/2016	Submitted	<a href="#">Details</a>
CN0000120CW	Completion Certificate	CC000000000087CW	08/02/2016	Complete	<a href="#">Details</a>
CN0000120CW	Completion Certificate	CC000000000077CW	08/02/2016	Complete	<a href="#">Details</a>
CN0000119CW	Completion Certificate	CC000000000076CW	05/02/2016	Complete	<a href="#">Details</a>
CN0000118CW	Completion Certificate	CC000000000075CW	05/02/2016	Complete	<a href="#">Details</a>

3. Select the relevant CCC application
4. Navigate to the Statutory Documents tab

[My Dashboard](#)
[My Details](#)
[My Applications](#)
[New Application](#)
[Logout](#)

Certification Details

Roles


Statutory Documents

Supporting Documents

Submission

7. Use the 'Browse' button to navigate to the scanned file
8. Select 'Certificate of Compliance on Completion' from the Statutory Document Type dropdown

9. Click 'upload' to upload the Final CCC to the BCMS
10. The uploaded document should appear under the 'file name' column.
11. If you have uploaded the wrong document, or need to correct an error, you can delete the relevant document by clicking the trash can symbol under the 'remove file' column

Upload			
File Name	Document Type	Download	Remove File
completion_certificate_7.pdf	Certificate of Compliance on Completion	Download	
-	Inspection Plan as Implemented	-	-
-	Annex of Documents	-	-

12. Once the CCC is uploaded, a green tick will appear in the 'Statutory Documents' tab. You can now progress to the 'Submission' tab, and submit the final, completed application.

**Note:** Once the final Certificate of Compliance on Completion is submitted, you must notify the Local Authority, by email, that the document has been submitted.

**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.