

# 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 7<sup>th</sup> 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.

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## Accessing the BCMS

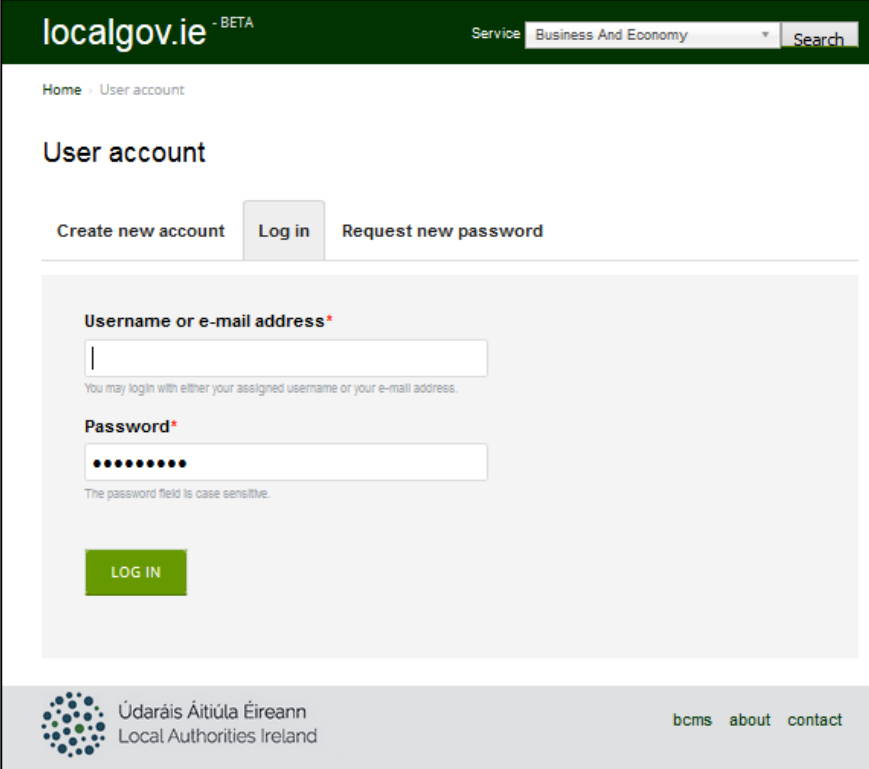
You can access the BCMS by entering [www.localgov.ie/en/bcms](http://www.localgov.ie/en/bcms) onto your web browser, or by searching for 'BCMS' in any search engine.

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.

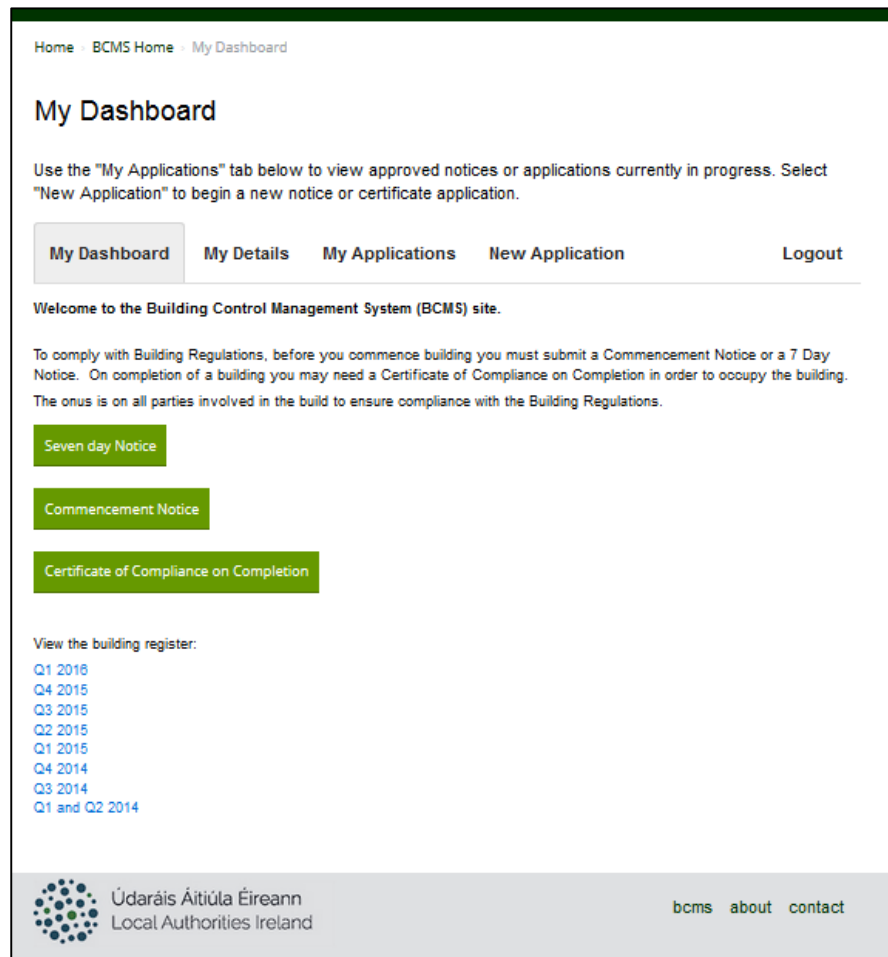
If you have never logged into the BCMS before, you can select the 'Create new account' tab, and follow the steps to create a new account.

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.



The screenshot shows the 'localgov.ie' website with a '- BETA' label. The top navigation bar includes a 'Service' dropdown menu set to 'Business And Economy' and a 'Search' button. Below the navigation bar, the breadcrumb 'Home > User account' is visible. The main heading is 'User account'. There are three tabs: 'Create new account', 'Log in' (which is active), and 'Request new password'. The 'Log in' tab contains two input fields: 'Username or e-mail address\*' and 'Password\*'. Below the first field is a note: 'You may login with either your assigned username or your e-mail address.' Below the second field is a note: 'The password field is case sensitive.' A green 'LOG IN' button is positioned below the password field. At the bottom of the page, there is a footer with the 'Údarás Áitiúla Éireann / Local Authorities Ireland' logo and text, and links for 'bcms', 'about', and 'contact'.

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

## 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	Commencement Notice With Opt Out of Statutory Certification	8351968		Incomplete	<a href="#">Details</a>

## 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'

localgov.ie - BETA Service Business And Economy Search Engl

Home > BCMS Home > New Application

### Add new application

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 the type of application you wish to make.

#### NEW SEVEN DAY 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

[Create new application](#)

#### 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 CERTIFICATE OF COMPLIANCE ON COMPLETION APPLICATION

During the application process you will asked for:

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

[Create new application](#)

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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.

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

### New Commencement Notice Application

Please complete all details below and select "Save" to begin your CN application.

**Applications Details.**

Select notice type: Commencement Notice With Documentation

Local authority\*: - Select -

Commencement date\*:

Proposed end date for this phase\*:

Planning permission No.

Date granted

Date of expiry

Project name\*:

Activity type: Building

Description of proposed 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.

**Phasing.**

Total No. of phases\*:

Total No. of dwellings (all phases)\*:

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'**

**Applications Details.**

Select notice type: Commencement Notice With Documentation

Local authority\*

Commencement Notice Without Documentation should only be selected if:

- It is not a new dwelling
- Extension is less than 40 sqm
- Part III of regulations applies (i.e. Safety Certificate)

Commencement Notice With Documentation

Commencement Notice Without Documentation

Commencement Notice With Opt Out of Statutory Certification

**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.

The screenshot displays a web form for the BCMS Opt Out Process. It is divided into two main sections: 'Phasing.' and 'Location'. The 'Phasing.' section contains five input fields, each with a red asterisk indicating it is required: 'Total No. of phases\*', 'Total No. of dwellings (all phases)\*', 'Phase for this notice\*', 'No. of units for this phase\*', and 'Amount payable €\*'. The 'Location' section contains five input fields: 'Street\*', 'Town\*', 'County\*' (which is a dropdown menu currently showing '- Select -'), 'Easting', and 'Northing'. At the bottom of the form, there are two buttons: a green 'Save' button and a grey 'Cancel' button.

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'.

<b>Location</b>	
Street	Street
Town	Town
County	Co. Carlow
Postcode	
Easting	
Northing	
<b>Applications Details.</b>	
Application ID	8351968
Local authority	Carlow County Council
Commencement date	19/06/2016
Proposed end date for this phase	19/06/2016
Planning permission No.	
Date granted	
Date of expiry	
Project name	test
Activity type	Building
Notice type	Commencement Notice With Opt Out of Statutory Certification
Description of proposed development	test
<b>Phasing.</b>	
Total No. of phases	1
Total No. of dwellings (all phases)	1
Phase for this notice	1
No. of units for this phase	1
Amount payable	€ 30.00
<a href="#">Edit</a>	

If you are satisfied with the particulars entered, you can proceed to 'Project Assessment'

## Project Assessment

localgov.ie BETA Service Business And Economy Search

Home Dashboard List Notices View application

### Project: test

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

Project Details Project Assessment Nominate Roles Statutory Documents Supporting Documents Payment

Add particulars for each building type.

This Project has no buildings, click [here](#) to add building.

Add building

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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,

Project Details Project Assessment Nominate Roles Statutory Documents Supporting Documents Payment

Type of Building(s) or Works Erection of New Building

Use of Building Residential (Dwellings)

Sub group Dwelling house(s) without garage

Construction type

Timber Frame ☐ Brick ☐

Block ☐ Concrete ☐

Masonry ☐ Steel ☐

Composite Materials ☐ Other ☐

Quantity\*

Number of Storeys\*

Height (In metres)

FSC (If applicable)

DAC (If applicable)

Material Alteration Works N/A

Does this contain a material change of use?

Yes ☐ No ☒

Consequence Class 1

Save Cancel

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.

Project Details	Project Assessment	Nominate Roles	Statutory Documents	Supporting Documents	Payment
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Add particulars for each building type.

Purpose group	Sub group	Quantity	Construction	Storeys	Height	View	Edit	Delete
Residential (Dwellings)	Detached Garage	1	Brick, Block	1	0.00	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Residential (Dwellings)	Dwelling house(s) with detached garage	1	Brick, Block	1	0.00	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

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.

My Dashboard	My Details	My Applications	New Application	Logout
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Project Details	Project Assessment	Nominate Roles	Statutory Documents	Supporting Documents	Payment
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No roles have been set.

[Edit Roles](#)

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.

The screenshot shows the 'Nominate Roles' step in a web application. At the top, there is a navigation bar with six tabs: 'Project Details' (with a green checkmark), 'Project Assessment' (with a green checkmark), 'Nominate Roles' (active, with a blue circle), 'Statutory Documents' (with a grey circle), 'Supporting Documents' (with a grey circle), and 'Payment' (with a grey circle). Below the tabs, a message states: 'Fieldsets marked with asterisks (\*) are required before this step is considered valid. After the user has been attached to the project, with a role, the user needs to accept his role.'

The main content area is divided into three sections, each for a role: 'Owner \*', 'Builder \*', and 'Designer \*'. Each section contains a definition of the role, an 'Assign myself to this role' checkbox, and an 'Add new [Role]' button. The 'Owner' section has a text input field for the role name. The 'Builder' and 'Designer' sections have text input fields for 'First Name', 'Last Name', and 'Email'. At the bottom of the form, there are 'Save Details' and 'Cancel' buttons. The footer of the page features the 'Údarás Áitiúla Éireann / Local Authorities Ireland' logo and the text 'bcms about contact'.

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.

Role	Name	Accepted Role	Confirm Nomination
Owner	[Redacted]	No	<a href="#">Accept / Reject</a>
Builder	[Redacted]	Yes	
Designer	[Redacted]	Yes	

[Edit Roles](#)

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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

You need to download the Opt Out Notice using the 'Download' button. This should be printed, signed, scanned and uploaded back to the website using the Upload panel below.

Please note: 19/05/2016 will appear as the commencement date on the forms, please check that it is correct before printing. Click [here](#) to change the date.

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 2 MB

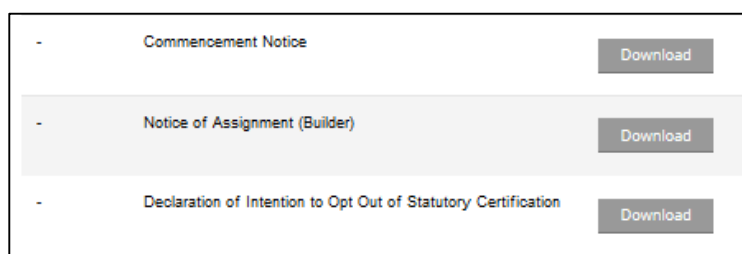
**Statutory Document Type\*** [- Select -](#)

[Upload](#)

File Name	Document Type	Download	Remove File
-	Commencement Notice	<a href="#">Download</a>	-
-	Notice of Assignment (Builder)	<a href="#">Download</a>	-
-	Declaration of Intention to Opt Out of Statutory Certification	<a href="#">Download</a>	-

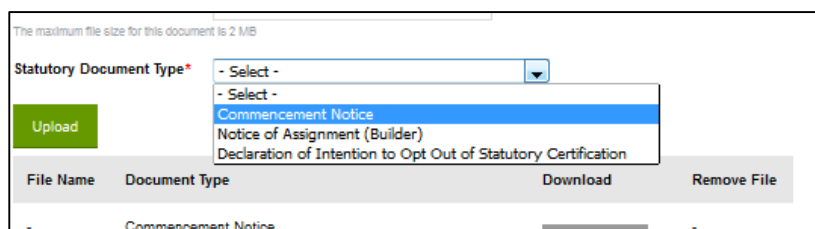
All 3 documents must be signed by the Building Owner. In order to ensure that the correct forms are signed, you can follow these steps:

1. Click the 'download' button for each of the forms



-	Commencement Notice	Download
-	Notice of Assignment (Builder)	Download
-	Declaration of Intention to Opt Out of Statutory Certification	Download

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



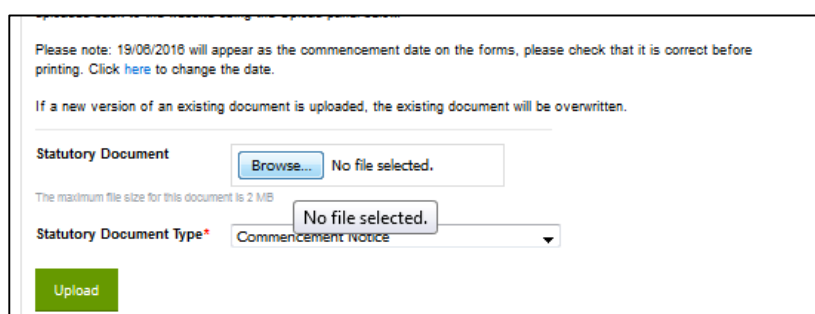
The maximum file size for this document is 2 MB

Statutory Document Type\* - Select -

Upload

File Name	Document Type	Download	Remove File
-	Commencement Notice		-

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



Please note: 19/06/2016 will appear as the commencement date on the forms, please check that it is correct before printing. Click [here](#) to change the date.

If a new version of an existing document is uploaded, the existing document will be overwritten.

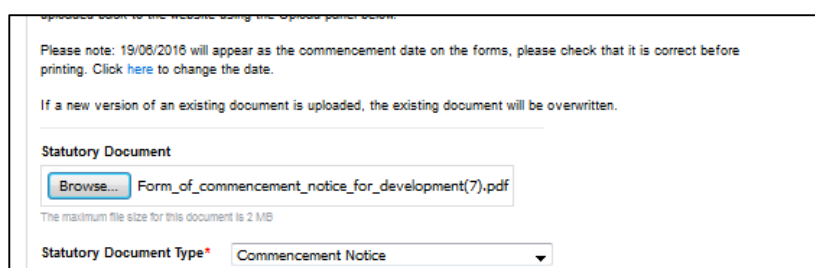
Statutory Document Browse... No file selected.

The maximum file size for this document is 2 MB

Statutory Document Type\* No file selected.

Upload

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



Please note: 19/06/2016 will appear as the commencement date on the forms, please check that it is correct before printing. Click [here](#) to change the date.

If a new version of an existing document is uploaded, the existing document will be overwritten.


Statutory Document Browse... Form\_of\_commencement\_notice\_for\_development(7).pdf

The maximum file size for this document is 2 MB




Statutory Document Type\* Commencement Notice

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

9. Confirm that the uploaded file appears next to the relevant statutory document.

File Name	Document Type	Download	Remove File
<a href="#">form_of_commencement_notice_for_development7_0.pdf</a>	Commencement Notice	<a href="#">Download</a>	
-	Notice of Assignment	<a href="#">Download</a>	-

10. Repeat for all 3 documents.

File Name	Document Type	Download	Remove File
<a href="#">form_of_commencement_notice_for_development7_0.pdf</a>	Commencement Notice	<a href="#">Download</a>	
<a href="#">notice_of_assignment_of_builder_cn8_0.pdf</a>	Notice of Assignment (Builder)	<a href="#">Download</a>	
<a href="#">opt_out_declaration5.pdf</a>	Declaration of Intention to Opt Out of Statutory Certification	<a href="#">Download</a>	

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.

## Supporting Documents

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  No file selected.

Only PDF files are allowed. The maximum file size for this document is 2 MB.

Supporting Document Type\* Schedule of Documents

Uploaded Supporting Documentation:

File Name	Document Type	Remove File
<a href="#">revised_plans_25.pdf</a>	General Arrangement Drawings	
<a href="#">annex_42.pdf</a>	Schedule of Documents	

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.*

Project Details ✓	Project Assessment ✓	Nominate Roles ✓	Statutory Documents ✓	Supporting Documents ✓	Payment
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### Project Details

If the payment amount below is incorrect please return to the Project Details tab to change.

ID	8351988
Form type	Commencement Notice With Opt Out of Statutory Certification
Form status	Incomplete
Form description	test
Commencement Date	19/06/2018

### Credit Card Details


Name on Card*	<input type="text"/>
Card Type	Select Card Type ▼
Card Number*	<input type="text"/>
CV2 Number*	<input type="text"/>
Expiry Date	<input type="text"/> ▼ <input type="text"/> ▼

Amount €\*

Submit amount required for payment

Securely Processed by



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.