

**TO BE HAND DELIVERED (IN DUPLICATE) AT THE PLANNING COUNTER (M.L.U.H.)**  
**NOTICE OF COMMENCEMENT**

Plan No. DC/CERT ..... Date of this notice .....  
to Chief Planning Officer: I/We hereby give you notice that I/We intend commencing the (description of building operations) ..... situated at ..... on the ..... day of ..... 20.....  
in accordance with the Town and Country Planning (Building) Regulations 1975, and Plan approved by the Town and Country Planning Authority.

Name of Contractor/Builder ..... Address ..... Tel No: .....

Name of Applicant/Owner..... Address .....Tel No: .....

**ATTENTION IS DRAWN TO BUILDING REGULATIONS 4 AND 6**

**NOTE:** This notice ceases to be valid after 15 days from date of submission, after which a fresh notice should be submitted before commencement of works.

**IMPORTANT** – CONTRACTORS/BUILDERS MUST SUBMIT A COPY OF HIS/HER LICENCE WHEN SUBMITTING THE COMMENCEMENT NOTICE.

..... Please tear off here .....

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**DRAIN/SEWER/SEPTIC TANK/SOAKAWAY NOTICE**

Plan No. DC/CERT .....Date of this notice .....  
to Chief Planning Officer: I/We hereby give you notice that the drains/sewer/septic tank/soakaway situated at ..... are/is ready for inspection.

**ATTENTION IS DRAWN TO BUILDING REGULATIONS 4 AND 6**

For official use only: Inspected & passed by .....

Date ..... 20 .....

..... Please tear off here .....

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**TO BE HAND DELIVERED AT THE PLANNING COUNTER (M.L.U.H.)**  
**NOT LESS THAN 48 HOURS PRIOR TO COMMENCEMENT OF CONCRETING**  
**NOTICE OF REINFORCEMENT**

Plan No. DC/CERT ..... Date of this notice .....  
to Chief Planning Officer: I/We hereby give you notice that reinforcement to concrete foundations/floor/slab/beam/column or roof slab to the works site ..... is ready for inspection.

Name of Contractor/Builder ..... Address ..... Tel No: .....

Name of Applicant/Owner..... Address .....Tel No: .....

**NOTE:** This notice ceases to be valid after 7 days from date of submission, after which a fresh notice should be submitted before concreting.

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**NOTICE OF COMPLETION**

Plan No. DC/CERT ..... Date of this notice .....  
to Chief Planning Officer: I/We hereby give you notice that the (description building operations) ..... situated at ..... has been completed in accordance with the Town and Country Planning (Building) Regulations 1975, and the plans approved by the Town and Country Planning Authority and is/are now ready for inspection, use and occupation. In accordance with the provisions of Regulation 4 sub-regulation 5 for written permission and authority for occupancy and use is hereby requested from the Chief Planning Officer.

Name of Contractor/Builder ..... Address ..... Tel No: .....

Name of Applicant/Owner..... Address .....Tel No: .....