

Procedures on receipt of a Certificate of Compliance on Completion - Building Control Authority

15th November 2023

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Submitting a Certificate of Compliance on Completion

Certificate of Compliance on Completion

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 Commencement Notice Types-**

(a) Commencement Notice with Additional Documentation

(b) 7 Day Notice

(3) A Certificate of Compliance on Completion 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 the relevant Technical Guidance Documents **(Part(s) A- M of the building regulations)**

(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.

Submitting a Certificate of Compliance on Completion

Certificate of Compliance on Completion

(4) On receipt of a Certificate of Compliance on Completion, a **building control authority shall**—

(a) record the date of receipt of the Certificate, and

(b) consider within 21 days of the date of its receipt whether the Certificate of Compliance on Completion **is valid having regard to**—

(i) the requirements of paragraph (3) above, and

(ii) **the building control authority's own satisfaction** that all enforcement notices, **information requests** and statutory processes, including any **applications for certificates under Part III, Part IIIA or Part IIIB, relevant to the building concerned have been satisfactorily concluded.**

The Principal Regulations are amended by inserting after Article 20E the following:

“Part IIIC — Certificate of Compliance on Completion

Certificate of Compliance on Completion

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.**

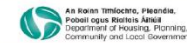
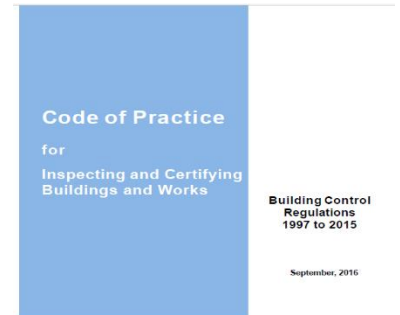
Role of the Building Control Authority – Section 3.6 COP

The Building Control Authority “*shall*”:

- process applications for **Fire Safety Certificates** and **Disability Access Certificates** and issue decisions on those applications;
- validate and register **CN/ 7-day Notices** and the accompanying Certificates, notices of assignment and notices of undertakings.
- **validate and register** the Certificate of Compliance on Completion and accompanying documentation submitted in support of same;
- maintain a **public register** of Building Control decisions and activity; and

The Building Control Authority “*should*”:

- **maintain records**, including records of inspection
- undertake a **risk analysis** of each commencement notice submitted in order **to inform its own inspection arrangements**;
- **advise** the Assigned Certifier, in relation to issues of compliance relating to the building or works that are disputed by parties to the construction project;

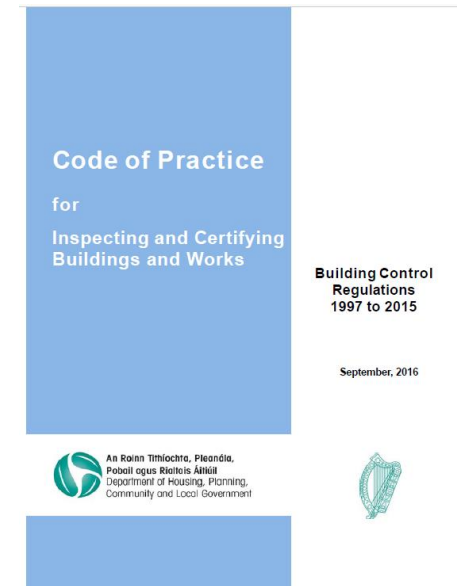


Section 8. Completion Stage

8.1 Submission at completion

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

- (a) 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.



NB: The Certificate of Compliance on Completion must be validated and registered by the Building Control Authority before the building it relates to may be opened, used or occupied. If rejected by Building Control Authority within 21 days, the certificate is not valid

Remember what your signing?

[Article 20F]

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 certificate 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, calculation, 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 of 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): _____

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 and showing, in particular how the completed building or works differ from the design submitted to the Building Control Authority prior to construction.

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

Form Completed
Part A signed by Builder
Part B Signed by Assigned Certifier

INSPECTION PLAN - AS IMPLEMENTED and completed by Assigned Certifier

Warning: It is an offence for a person to knowingly or recklessly make a Statutory Declaration that is false or misleading in a material respect.

Cork City Council – CCC Validation Checklist

BCMS Validation Checklist Certificate for Compliance on Completion

Initials: _____

Date Submitted: _____
 Due Date 21 days Inclusive of Date Submitted:

 (Prenotification 3-5 Weeks from date submitted)
 CCC Application No: _____

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

CN/SN Number _____ CN Submission No. _____
 DAC (If applicable): _____ Date Granted: _____
 FSC (If applicable): _____ Date Granted: _____
 No. of Units on this CCC: _____

Are the Roles the Same as on the CN.

If there are Changes have the Relevant Documents been Completed and Uploaded to the CN?

Has a Clearly Labelled Schedule of Drawings & Documents/Annex of Documents been Submitted?

Has a Certificate of Compliance on Completion been Submitted?

- Signed and Dated by the Builder and Assigned Certifier
- Have the Correct Local Authority, Cor City Council
- Have the Correct CN Submission No.
- Have the Correct CN/SN No.

If this is an Open File, please leave file with the relevant Building Control Officer Now

FOR BCOS

Unresolved matter, Information Requests, Site Visits, Third Party Complaints, Warning or Enforcement Notices Outstanding?

Have any Changes to the Original Drawing been Highlighted?

- If so these may need to be looked at by a Building Control Officer/Fire Prevention Officer for verification.

Has a Clearly Labelled and Dated Inspection Plan as Implemented been Submitted?

Ancillary Certs/List of Ancillary Certs

NB If Ancillary Certs are listed on the Annex of Documents, there is no need for them to be uploaded to the BCMS

Ancillary Certs must:

- Have Cork City Council as the Local Building Authority
- Have the corresponding CN or Submission No
- The Correct Project Address
- Be Signed and Dated

Have all BER Certs been Uploaded?

- BER Certs are for New Buildings and Must Contain the Correct Address

Have all AIR Tightness Test Results been Submitted?

- These are required for all New buildings, not extensions or material alterations

Have all Sound Insulation Test Results been Submitted?

- Not required for detached dwellings or extensions unless there is a new party wall
- Not required for every building in a development but must demonstrate compliance with TGD E(2014), Table 3A.

Desktop Inspection On-Site Inspection

Submission Valid/Place on Register Revised Information

Revised Information Requested:

Validation completed by: _____

Certificate No: _____

Date: _____

Typical Revised Information Requests



Dear BCMS Admin,

Re: **Part 8 - Hawkes Road, Cork.**
Submission No: **2048217**

The Certificate of Compliance on Completion with the Description **The completion of 12 units : Block F 46 - 51 , Block G 27 – 32, at Hawke's Road, Bishopstown , Cork** at **Hawke's Road, Bishopstown, Cork** has been marked as requiring Revised Information. The Revised Information must be returned to the Building Control Authority on or before the **06/03/2023 12:00pm**.

Please submit BER Certs for all 12 properties.

Please submit Air Tightness Test results for no. 28.

Please revise FSC reference no. 0077/22 to read FSC2102706CY.

Please upload a clearly labelled Schedule of Drawings and Documents/Annex of Documents

Yours Sincerely,
Building Control Section
Cork City Council

Re: **Administration Building**
Submission No: **2045604**

The Certificate of Compliance on Completion with the Description **Erection of a 3-storey building with rooftop plantroom.** at **IDA Business & Technology Park, Model Farm Road, Cork** has been marked as requiring Revised Information. The Revised Information must be returned to the Building Control Authority on or before the **17/03/2023 12:00am**.

Please clearly label the Inspection "As Implemented"

Please revise the Building Control Authority to read Cork City Council for the following Ancillary Certs;

Sd, Sc and Si Irish Sprinkler Installation.

Cs Ecoville Construction

Cs Irish Sprinkler

Cs Walls to Workstation

Please submit a BER Cert.

Yours Sincerely,
Building Control Section

Re: **Here's Health Restaurant**
Submission No: **2040170**

Commenced Works: **Material change of use from general retail to restaurant.**
Completed Works: **Material change of use from general retail to restaurant**

Address: **Unit 37 / 38 Douglas Court Shopping Centre Cork T12 KR65**

Dear Sir/Madam,

Cork City Council, as the Building Control Authority, hereby notifies you, in accordance with **Article 20F(5)**, that the Certificate of Compliance on Completion submission, as referenced above, require Revised Information or additional documentation, as listed. The Revised Information must be returned to the Building Control Authority on or before the **22/11/2022 12:00am**.

Local Building Authority on PDFs Final-me-ed, ej and ed-certs needs to read Cork City Council.

Chubb- fire- engineers PDF is date 07/02/2021.

PDFs Here's Health Douglas fc and Safe Electrical Cert are for Unit 39. All plans relating to this project are for units 37 and 38. Please revise.

Typical Revised Information Requests

Level of Sound testing on large scale phased residential developments. **Please indicate on a Master Site Layout Plan the location and number of sound tests which have been/are proposed to be carried out within the overall development to demonstrate compliance with TGD E(2014), Table 3A.**

Site naming and numbering has changed between the completion cert and BER/Air Test.

CCC submitted for only 1 unit of a semi-detached development. Clarification needs to be sought that the other unit has been constructed.

Inspection Plan as implemented does not demonstrate clearly that the works have been inspected – no dates referencing when inspections were undertaken.

BER and air testing not being submitted generally for school projects.

Changes made during construction from the initial CN drawings are not clearly highlighted at CCC stage.

CCC submitted where Section 11 letters issued have not been addressed adequately (or at all) by the assigned certifier and therefore cannot be validated.

Section 8. Completion Stage

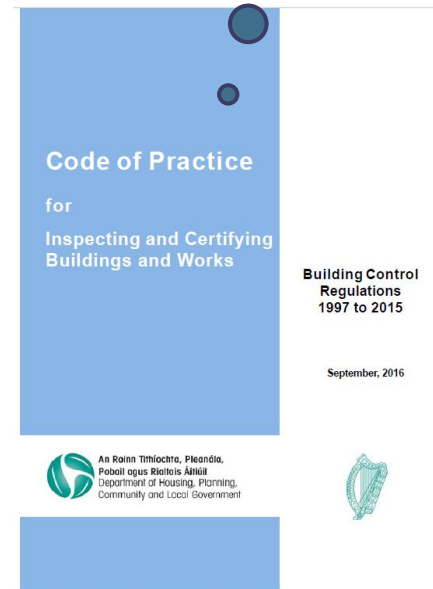
8.4 Phased Completion

For buildings that are **completed for occupation on a phased basis** for example houses or apartment blocks, it is appropriate that Certificates of Compliance on Completion for each phase may be submitted separately. In this regard, it should be noted that a **Certificate of Compliance on Completion may refer to works, buildings, including areas within a building, or developments**, including phases thereof. In such circumstances, one or more certificate of compliance on completion may be referenced to a single Commencement Notice.

All **Builders and Assigned Certifiers signing Certificates of Compliance on Completion** should **clearly identify the precise building units or works to which it relates**. Where it is in order to do so, the Building Control Authority should accept the certificate for the particular phase and place it on the register.

Phased completions **must** also comply with the requirements of the **Second Schedule to the Building Regulations**, and the relevant Technical Guidance Documents ***(Part(s) A- M of the building regulations)***

Remember
Phased completion
NOT
Partial completion



Would you consider this acceptable?

Proposed phased completions

Phase 1

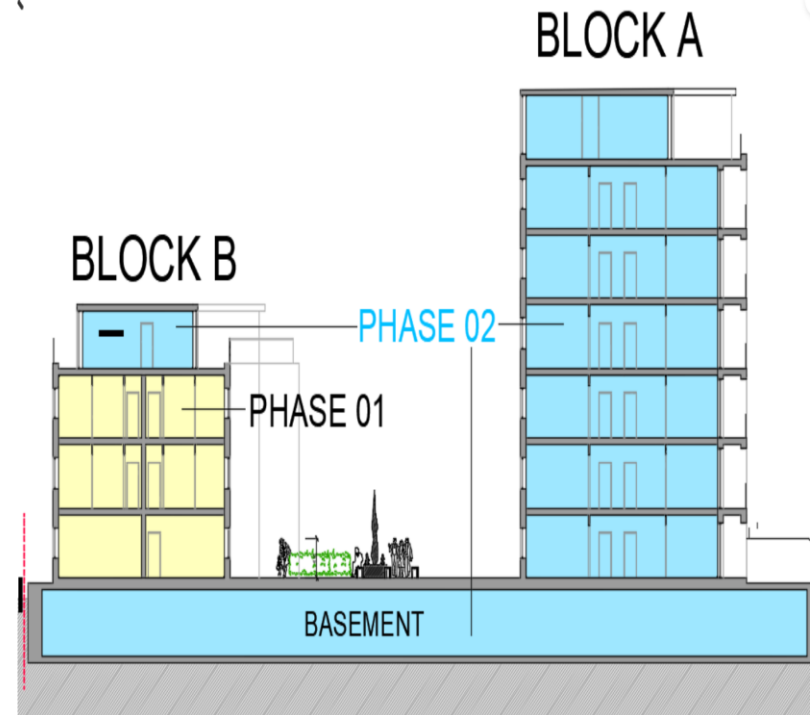
Block B (yellow)

Phase 2

Basement, Block A & Penthouse apartment of block B (Blue)

Not compliant with second schedule of building regulations (Parts A-M) built on a structure that not certified (basement)

*Don't mix up phase completions with contractual agreement.....
Designers and Contractors using as a payment method...
Rather than complying with the legal requirements of S.I. 9 of 2014*



Section 8. Completion Stage

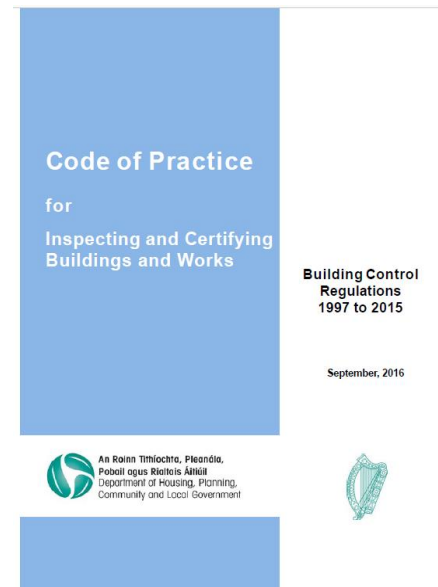
8.3 Nominated Date for Registration of Certificate

Between **3 and 5 weeks** prior to a **nominated completion date** for the building, the Assigned Certifier may submit the required documentation **demonstrating compliance and the Inspection Plan to the Building Control Authority** and ask the Authority to proceed to consider the validity of the prospective Certificate of Compliance on Completion with a view to facilitating the inclusion of the details of the Certificate of Compliance on Completion on the statutory register on the nominated date.

The **Building Control Authority** at that point arranges to undertake its **validation checks and satisfy itself that there are no unresolved matters**.....

The Building Control Authority will also check the **names of the Assigned Certifier and Builder** as provided....

Where the Building Control Authority is satisfied that all requirements in relation to the submission of documentation have been met and where a valid Certificate of Compliance on Completion..... **is presented no later than one working day prior to the nominated date**, the Certificate of Compliance on Completion will be included on the statutory register on the nominated date.



Remember -Responsibility for Compliance with the Law- Owner/Designer/AC

Validation is solely based on the assumption that the facts stated in the Form of Notice, Application, Certificate, or Declaration and the attachments i.e., Statutory Supporting Compliance Documentation forming part of the Notice/Application/Certificate/Declaration are true and accurate in compliance with the requirements of the legislation.

If at any time after validation it is found that there are inaccuracies, it may cause the Notice /Application /Certificate/Declaration to be subsequently invalidated.

Under Section 16 of the Act; *"any person who contravenes (by act or omission) any requirement of this Act or of any order, regulation or notice under this Act shall be guilty of an offence"* and may be prosecuted and be subject to penalties under Section 17 of the Act.

Prosecution/Enforcement carries a cost.

Note; **Building Control Authorities are not Planning, Roads, Water, Waste Authorities.**

A Valid Commencement Notice of itself does not mean you have legal entitlement to commence a works or a building and any issues outside the remit of the Building Control Authority will be brought to the attention/complaint to the relevant regulatory authority.

The onus is on the owner/builder/designer/assigned certifier to comply with the law

Errors will remain on Register and could cause issues for selling or leasing

FAQ 49. Can a Certificate of Compliance on Completion be rescinded, once validated? – Only by CE Order

There is no provision to rescind a Statutory Certificate;

However if on submission of a Statutory Certificate it is found that the signature unwittingly omitted or found that there was something in the Certificate that was incorrect; proper public administration would facilitate an amendment. An amendment to a Statutory Notice/Application/Certificate can only be made by CE order-i.e. delegated person (Delegated Building Control Officer) for the purpose of the Building Control Acts 1990-2014

A request in writing should to be submitted to the Building Control Authority with reasons for withdrawing or amending.

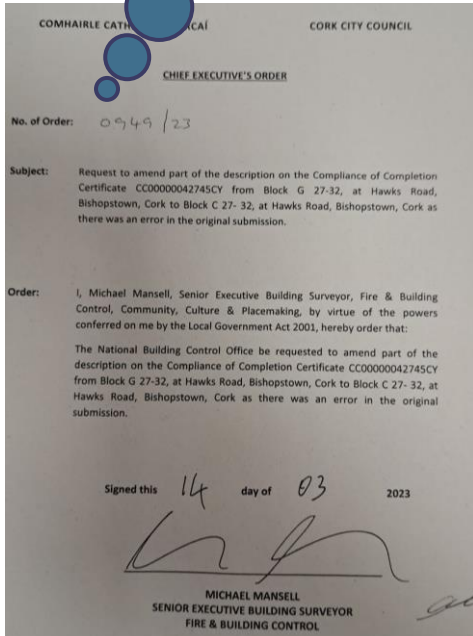
This should to be recorded, assessed and a report prepared.

This report should go for recommendation with reasons to the Delegated Building Control Officer.

Any amendment should be made by CE Order with amendment and reasons attached to the Notice/ Application/ Certificate



Mistakes can be rectified contact the relevant Building Control Authority



COMHAIRLE CATHARNAÍ CAI CORK CITY COUNCIL

CHIEF EXECUTIVE'S ORDER

No. of Order: 0949/23

Subject: Request to amend part of the description on the Compliance of Completion Certificate CC0000042745CY from Block G 27-32, at Hawks Road, Bishopstown, Cork to Block C 27- 32, at Hawks Road, Bishopstown, Cork as there was an error in the original submission.

Order: I, Michael Mansell, Senior Executive Building Surveyor, Fire & Building Control, Community, Culture & Placemaking, by virtue of the powers conferred on me by the Local Government Act 2001, hereby order that:

The National Building Control Office be requested to amend part of the description on the Compliance of Completion Certificate CC0000042745CY from Block G 27-32, at Hawks Road, Bishopstown, Cork to Block C 27- 32, at Hawks Road, Bishopstown, Cork as there was an error in the original submission.

Signed this 14 day of 03 2023

MICHAEL MANSELL
SENIOR EXECUTIVE BUILDING SURVEYOR
FIRE & BUILDING CONTROL

Thank You

