



# PRACTICE NOTE 1

## ANCILLARY CERTIFICATES

1. In order to satisfy the requirements of the Building Control (Amendment) Regulations, SI No. 9 of 2014, Ancillary Certificates have been developed and agreed.
2. Ancillary Certificates have been developed and agreed by the RIAI, ACEI, Engineers Ireland and SCSi to be used by Consultants, Specialists and Unregistered Consultants who have been commissioned to provide professional design services and an appropriate Inspection Plan.
3. Ancillary Certificates have been developed by the CIF and agreed by the RIAI, ACEI, Engineers Ireland and SCSi, to be used by Sub-Contractors, Specialist Contractors and Sub-Sub-Contractors who have been assigned to construct, supervise and certify their sub-contract or sub-sub-contract works.
4. When design work only is undertaken by a party appointed by a Contractor / Builder, and that party does not subsequently undertake the related construction work, then that party would sign one of the Certificates prepared by the Professional Bodies.
5. The CIF Ancillary Certificates have been developed and agreed between the constituent associations to be used by Subcontractors and Sub-Sub-Contractors who undertake construction and supervision work and related elements of design for that work.
6. The wording of the Ancillary Certificates cannot be altered without the collective approval of all the organisations by which the Ancillary Certificates have been agreed.

## ANCILLARY CERTIFICATES

The wording of the following Ancillary Certificates has been developed by the RIAI, ACEI, EI and SCSi and cannot be altered without the collective approval of the four professional bodies.

An Ancillary Certificate is provided to be signed by the Architect for situations where the Architect is not the Statutory Design Certifier. This situation may arise where the Architect is part of a design team on a Civil Engineering project, such as a pumping station etc., to which the building regulations still apply.

	<p><b>ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN</b></p> <p>(COMMENCEMENT NOTICE / 7 DAY NOTICE)</p> <p><i>TO BE COMPLETED WHERE THE ARCHITECT IS NOT THE STATUTORY DESIGN CERTIFIER</i></p>
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Additionally it is proposed that the following Ancillary Certificates will be required to be signed by the Architect for their Design at Completion Stage. This provides two Ancillary Certificates which are appended to Part B of the Statutory Certificate of Completion under Schedule 6 of the Building Control (Amendment) Regulations S.I 9 of 2014. This has been recommended by the RIAI even if the Design Certifier and Assigned Certifier are the same individual.

	<p><b>ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN</b></p> <p>(COMPLETION)</p> <p><i>TO BE COMPLETED BY THE ARCHITECT</i></p>
	<p><b>ANCILLARY CERTIFICATE OF COMPLIANCE: INSPECTION</b></p> <p>(COMPLETION)</p> <p><i>TO BE COMPLETED BY THE ARCHITECT</i></p>

The following Ancillary Certificates will be required to be signed by the Engineer for their Design at Design Stage and at Completion Stage. Note there are two certificates required at Completion Stage, one covering Design and the other covering Inspection.

	<p>Ancillary Design Certificate</p> <p><b>ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN</b></p> <p>(Commencement Notice / 7 Day Notice)</p>
	<p><b>ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION</b></p> <p>(ANCILLARY COMPLETION CERTIFICATE)</p> <p><i>DESIGN OF THE WORKS</i></p>
	<p><b>ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION</b></p> <p>(ANCILLARY COMPLETION CERTIFICATE)</p> <p><i>INSPECTION PLAN</i></p>

## ANCILLARY CERTIFICATES

The following Ancillary Certificates will be required to be signed by the Building Surveyor for their Design at Design Stage and at Completion Stage. Note there are two certificates required at Completion Stage, one covering Design and the other covering Inspection.

<p><b>B<sup>s</sup><sub>D</sub></b> SCSI BS ACC1</p>	<p>ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN</p>
	<p>(Commencement Notice / 7 Day Notice)</p>
	<p><i>TO BE COMPLETED WHERE THE BUILDING SURVEYOR IS NOT THE STATUTORY DESIGN CERTIFIER</i></p>
<p><b>B<sup>s</sup><sub>C</sub></b> SCSI BS ACC2</p>	<p>ANCILLARY CERTIFICATE OF COMPLIANCE DESIGN</p>
	<p>(COMPLETION)</p>
<p><b>B<sup>s</sup><sub>I</sub></b> SCSI BS ACI</p>	<p>ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION</p>
	<p><i>INSPECTION</i></p>

It is proposed that the following Ancillary Certificates will be required to be signed by competent persons or specialists (i.e. Facade Designer, Fire Systems Designer, Lift Specialist, etc.) for their Design at Design Stage and at Completion Stage. Note there are two certificates required at Completion Stage, one covering Design and the other covering Inspection.

<p><b>S<sub>D</sub></b> RIAI ACC1 02</p>	<p>ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN</p>
	<p>(COMMENCEMENT NOTICE / 7 DAY NOTICE)</p>
	<p><i>TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT</i></p>
<p><b>S<sub>C</sub></b> RIAI ACC2 02</p>	<p>ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN</p>
	<p>(COMPLETION)</p>
	<p><i>TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT</i></p>
<p><b>S<sub>I</sub></b> RIAI ACC1 02</p>	<p>ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION</p>
	<p>(ANCILLARY COMPLETION CERTIFICATE -INSPECTION-)</p>
	<p><i>TO BE COMPLETED BY A SPECIALIST OR UNREGISTERED CONSULTANT</i></p>

## ANCILLARY CERTIFICATES

Ancillary Certificates have been developed by the CIF and agreed by the RIAI, ACEI, Engineers Ireland and SCSi, to be used by Sub-Contractors, Specialist Contractors and Sub-Sub-Contractors who have been assigned to construct, supervise and certify their sub-contract or sub-sub-contract works.



### ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

*CERTIFICATE SIGNED BY SUB-CONTRACTOR / SPECIALIST CONTRACTOR  
ASSIGNED BY THE BUILDER / MAIN CONTRACTOR ON COMPLETION*



### ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

*CERTIFICATE FOR SUB-SUB CONTRACTOR TO  
SUB-CONTRACTOR / SPECIALIST SUB-CONTRACTOR & BUILDER / MAIN CONTRACTOR*

Each of the Ancillary Certificates developed by the CIF consists of both the certificate and an Annex to the certificate. Both of these elements must be completed.



**ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN**

( COMMENCEMENT NOTICE / 7 DAY NOTICE )

*To be completed where the Architect is NOT the Statutory Design Certifier*

**A<sub>D</sub>**

RIAI ACD 01

BUILDING CONTROL AUTHORITY : \_\_\_\_\_

PRE-VALIDATION REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)

at \_\_\_\_\_ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the architectural design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement Notice / 7 Day Notice, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Architect(s) named on a register maintained by the Royal Institute of the Architects of Ireland, pursuant to Part 3 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

## ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN

( COMPLETION )

*To be completed by the Architect*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:  
\_\_\_\_\_ (project name)  
at \_\_\_\_\_ (address)
2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.
3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the architectural design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement Notice/7 Day Notice and Completion Certificate, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Architect(s) named on a register maintained by the Royal Institute of the Architects of Ireland, pursuant to Part 3 of the Building Control Act 2007, who are competent to carry out our design.
4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice and the Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.
5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.
6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**ANCILLARY CERTIFICATE OF COMPLIANCE: INSPECTION  
( COMPLETION )**

*To be completed by the Architect*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)

at \_\_\_\_\_ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s) where applicable, testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.

4. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by other competent persons, on the basis that all have exercised reasonable skill, care and diligence.

5. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed/specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_  
\_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_



**ANCILLARY CERTIFICATE OF COMPLIANCE: (DESIGN)**  
**( COMMENCEMENT NOTICE / 7 DAY NOTICE )**



BUILDING CONTROL AUTHORITY: \_\_\_\_\_

PRE-VALIDATION REF NO.: \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)

at \_\_\_\_\_ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the \_\_\_\_\_ (insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement / 7 Day Notice, and to certify our design. Our design has been carried out by or under the supervision and direction of Chartered Engineer(s) named on a register maintained pursuant to Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement/ 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_



## ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION (ANCILLARY COMPLETION CERTIFICATE)



### - DESIGN OF THE WORKS

BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT NOTICE / 7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)

at \_\_\_\_\_ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 5(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the \_\_\_\_\_ (insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement / 7 Day Notice and the Completion Certificate, and to certify our design. Our design has been carried out by or under the supervision and direction of Chartered Engineer(s) named on a register maintained pursuant to Section 7 of the Institution of Civil Engineers of Ireland (Charter Amendment) Act 1969, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice and the Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we were responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION  
(ANCILLARY COMPLETION CERTIFICATE)**



**- INSPECTION PLAN**

BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

**INSPECTION PLAN**

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)

at \_\_\_\_\_ (address)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.
3. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s) where applicable, testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.
4. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by Resident Engineering Staff, on the basis that all have exercised reasonable skill, care and diligence.
5. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed/specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN**

**( COMMENCEMENT NOTICE / 7 DAY NOTICE )**

*To be completed by a Specialist or Unregistered Consultant*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

PRE-VALIDATION REFERENCE NUMBER : \_\_\_\_\_

1. This certificate relates to the following Building Works:  
 \_\_\_\_\_ (project name)  
 at \_\_\_\_\_ (address)  
 element \_\_\_\_\_ (insert as appropriate)
2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.
3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to design, in conjunction with others, the works described above in 1 and to certify our design.
4. We confirm that we are competent to carry out our design and to coordinate and integrate the design with that of others as (insert specialist skill) \_\_\_\_\_: based on \_\_\_\_\_ (insert accreditation and basis of competence)
5. We confirm that we have the Professional Indemnity Insurance required in our appointment: the renewal date of this policy is \_\_\_\_\_ (date)
6. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.
7. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.
8. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 6 and 7 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_



**ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN**

**(COMPLETION)**

*To be completed by a Specialist or Unregistered Consultant*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:  
 \_\_\_\_\_ (project name)  
 at \_\_\_\_\_ (address)  
 element: \_\_\_\_\_ (insert as appropriate)
2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.
3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to design, in conjunction with others, the works described above in 1 and to certify our design.
4. We confirm that we are competent to carry out our design and to coordinate and integrate the design with that of others as (insert specialist skill) \_\_\_\_\_; based on \_\_\_\_\_ (insert accreditation and basis of competence)
5. We confirm that we have the Professional Indemnity Insurance required in our appointment: the renewal date of this policy is \_\_\_\_\_ (date)
6. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement Notice / 7 Day Notice and Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.
7. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.
8. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 6 and 7 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION  
( ANCILLARY COMPLETION CERTIFICATE - INSPECTION )**



*To be completed by a Specialist or Unregistered Consultant*

BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:  
 \_\_\_\_\_ (project name)  
 at \_\_\_\_\_ (address)  
 element of work \_\_\_\_\_ (insert as appropriate)
2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.
3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to design, in conjunction with others, the works described above in 1 and to certify our design.
4. We confirm that we are competent to carry out our design and to coordinate and integrate the design with that of others as (insert specialist skill) \_\_\_\_\_: based on \_\_\_\_\_ (insert accreditation and basis of competence )
5. We confirm that we have the Professional Indemnity Insurance required in our appointment: the renewal date of this policy is \_\_\_\_\_ (date)
6. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s), testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.
7. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by other competent persons, on the basis that all have exercised reasonable skill, care and diligence.
8. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed/specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN**

**( COMMENCEMENT NOTICE / 7 DAY NOTICE )**

*To be completed where the Building Surveyor is NOT the Statutory Design Certifier*



BUILDING CONTROL AUTHORITY: \_\_\_\_\_

PRE-VALIDATION REF NO.: \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)  
 at \_\_\_\_\_ (address)  
 element: \_\_\_\_\_ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out the \_\_\_\_\_ (insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement Notice/7 Day Notice, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Building Surveyor(s) named on a register maintained by the Society of Chartered Surveyors Ireland pursuant to Part 5 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement Notice/7 Day Notice to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we are responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as will be designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our proposed design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

Signature (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_



**ANCILLARY CERTIFICATE OF COMPLIANCE: DESIGN**

**( COMPLETION )**

*To be completed by the Building Surveyor*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)  
 at \_\_\_\_\_ (address)  
 element: \_\_\_\_\_ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. We confirm that we have been commissioned by \_\_\_\_\_ (insert as appropriate) to provide professional design services in accordance with our Conditions of Engagement to carry out \_\_\_\_\_ (insert as appropriate) design and/or specification of certain elements of the works, being those elements covered by our plans and specifications included in the documentation accompanying the Commencement / 7 Day Notice and the Completion Certificate, and to certify our design. Our design has been carried out by or under the supervision and direction of Registered Building Surveyor(s) named on a register maintained by the Society of Chartered Surveyors Ireland pursuant to Part 5 of the Building Control Act 2007, who are competent to carry out our design.

4. We confirm that our plans, calculations, specifications and particulars included in the Schedule to the Commencement / 7 Day Notice and the Completion Certificate to which this certificate is relevant, and which have been prepared exercising reasonable skill, care and diligence, have been prepared to demonstrate compliance with the requirements of the Second Schedule of the Building Regulations in so far as they apply to the building works concerned.

5. Under our Conditions of Engagement we were responsible for co-ordinating and integrating within our overall design of designated elements of the works the design of such parts of the works as were designed to the requirements of our performance specifications by specialist suppliers and/or sub-contractors and our certification is contingent on the design of such parts and proprietary products being in compliance with the requirements of our performance specifications and of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

6. We certify, having exercised reasonable skill, care and diligence that, having regard to plans, calculations, and specifications which have been prepared by us and having relied on ancillary certificates and particulars referred to at 4 and 5 above, our design of those elements of the works for which we are responsible to the owner is in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_

**ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION**

**( INSPECTION )**

*To be completed by the Building Surveyor*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

1. This certificate relates to the following Building Works:

\_\_\_\_\_ (project name)  
 at \_\_\_\_\_ (address)  
 element: \_\_\_\_\_ (insert as appropriate)

2. This certificate has been prepared in accordance with the Code of Practice for Inspecting and Certifying Buildings and Works [as published by the Minister under section 3(7) of the Building Control Act 1990] or equivalent.

3. Under our Conditions of Engagement we undertook to prepare, in respect of those elements which we designed / specified, an appropriate Preliminary Inspection Plan. We confirm that, taking into account the Code of Practice for Inspecting and Certifying Buildings and Works and exercising reasonable skill, care and diligence, we prepared a Preliminary Inspection Plan which we gave to the Assigned Certifier for inclusion in the overall Preliminary Inspection Plan. We also specified, by reference to national standards or otherwise, for inclusion in the building contract(s) where applicable, testing to be carried out by contractors/suppliers to demonstrate compliance of building materials, elements and workmanship.

4. We now confirm that our Inspection Plan drawn up having regard to the Code of Practice for Inspecting and Certifying Buildings and Works, or equivalent, referred to above has been undertaken by us, having exercised reasonable skill, care and diligence, and/or, where appropriate, by other competent persons, on the basis that all have exercised reasonable skill, care and diligence.

5. Based on the above and on "Part A" of the Completion Certificate, and relying on the ancillary certificates scheduled and the test results, we now certify, having exercised reasonable skill, care and diligence, that those elements of the project works which we designed / specified are in compliance with the requirements of the Second Schedule to the Building Regulations in so far as they apply to the elements concerned.

Company Name & Address: \_\_\_\_\_



Date: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Company or Practice Registration No. \_\_\_\_\_ (where relevant)

Company or Practice Stamp

**Signature** (to be signed by a Principal or Director) Name: \_\_\_\_\_ Signed: \_\_\_\_\_



## ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

*Certificate signed by Sub-Contractor / Specialist Contractor*

*Assigned by the Builder / Main Contractor on Completion*



BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_

To: \_\_\_\_\_ (Name of Builder/Main Contractor)

From: \_\_\_\_\_ (Name of Sub Contractor/ Specialist Contractor)

Main Contract: \_\_\_\_\_ ("the Main-Contract")

Sub-Contract: \_\_\_\_\_ ("the Sub-Contract")

Description of the Sub-Contractor / Specialist Contractor buildings or works:

\_\_\_\_\_

This certificate relates to the buildings or works, the subject of the Sub-Contract as described above, as detailed in the attached Annex (the "Sub-Contract Works").

Without prejudice to the rights and obligations of the Builder/Main Contractor and the Sub-Contractor/Specialist Contractor under the Sub-Contract, in consideration of the payment of one euro (€1) by the Builder/Main Contractor to the Sub-Contractor/Specialist Contractor, (the receipt of which the Sub-Contractor/Specialist Contractor hereby acknowledges), the Sub-Contractor/Specialist Contractor warrants as follows:-

**Sub-Contractor/Specialist Contractor's Confirmations:**

1. I confirm that I am the Sub-Contractor/Specialist Contractor assigned by the Builder/Main Contractor to construct, supervise and certify the Sub-Contract Works.
2. I certify, having exercised reasonable skill, care and diligence, that the Sub-Contract Works as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the Sub-Contract Works, 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.
3. Reliant on the foregoing, I certify that the Sub-Contract Works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the Sub-Contract Works concerned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(to be signed by a Principal or Director on behalf of the Sub Contractor / Specialist Contractor only)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Construction Industry Register Ireland Registration No. \_\_\_\_\_





## 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.

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

1. Drawings, Calculations, Specifications and particulars provided by the Builder/Main Contractor.

### SCHEDULE


2. Associated design undertaken by Sub-Contractor/Specialist Contractor necessary for completion of the works in accordance with the Building Regulations.

### SCHEDULE




## ANCILLARY CERTIFICATE OF COMPLIANCE ON COMPLETION

*Certificate for Sub-Sub Contractor to Sub-Contractor / Specialist Sub-Contractor & Builder / Main Contractor*

BUILDING CONTROL AUTHORITY : \_\_\_\_\_

COMMENCEMENT/7 DAY NOTICE REF NO. : \_\_\_\_\_



To: \_\_\_\_\_  
(Name of Sub-Contractor/Specialist Sub-Contractor and of Builder/Main Contractor)

From: \_\_\_\_\_  
(Name of Sub-Sub Contractor)

Main Contract: \_\_\_\_\_ ("the Main-Contract")

Sub-Contract: \_\_\_\_\_ ("the Sub-Contract")

Sub-Sub-Contract: \_\_\_\_\_ ("the Sub-Sub-Contract")

Description of the Sub-Sub-Contractor's buildings or works:

\_\_\_\_\_

This certificate relates to the buildings or works, the subject of the Sub-Sub-Contract as described above, as detailed in the attached Annex (the "Sub-Sub-Contract Works").

In consideration of the payment of one euro (€1) by each of the Builder/Main Contractor and the Sub-Contractor/Specialist Sub-Contractor to the Sub-Sub-Contractor (the receipt of which the Sub-Sub-Contractor hereby acknowledges), the Sub-Sub-Contractor warrants:-

**Sub-Sub-Contractor Confirmations:**

1. I confirm that I am the Sub-Sub-Contractor assigned by the Sub-Contractor/Specialist Sub-Contractor to construct, supervise and certify the Sub-Sub-Contract Works.
2. I certify, having exercised reasonable skill, care and diligence, that the Sub-Sub-Contract Works as completed have been constructed in accordance with the plans, specifications, calculations, ancillary certificates and particulars as issued to me relevant to the Sub-Sub-Contract Works, 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.
3. Reliant on the foregoing, I certify that the Sub-Sub-Contract Works are in compliance with the requirements of the Second Schedule to the Building Regulations insofar as they apply to the Sub-Sub-Contract Works concerned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(to be signed by a Principal or Director on behalf of the Sub-Sub-Contractor only)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Construction Industry Register Ireland Registration No. \_\_\_\_\_



## 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.

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

1. Drawings, Calculations, Specifications and particulars provided by the Sub-Contractor/Specialist Sub-Contractor.

### SCHEDULE


2. Associated design undertaken by the Sub-Sub-Contractor necessary for completion of the Sub-Sub-Contract works in accordance with the Building Regulations.

### SCHEDULE
