

notum...

assigned certifier services



who we are

Notum provides Assigned Certifier services in accordance with Statutory Instrument No. 9 of 2014 and the Code of Practice for Inspecting and Certifying Buildings and Works (published by the Department of Environment, Community and Local Government).

Notum takes a logical approach based upon appropriate professional judgement and risk assessment, recognising that it is crucial to have an overview of the construction period while integrating best practices from design all the way to completion.

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how we do it

Notum Assigned Certifiers Services have developed the following specific management mechanisms to ensure the correct level of engagement and collaboration can be achieved to ensure proper certification of the project:

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- Development of project specific BC(A)R strategies at the Commencement and Completion stages.
- Introductory and briefing meetings for all personnel undertaking BC(A)R Duties on the project, outlining the importance of compliance procedures and documentation of the design and construction process as works progress.
- BC(A)R Review Meetings: A combination of scheduled review meetings, benchmark reviews, milestone reviews and regular inspection walk-downs to proactively manage compliance of the works.
- Milestone reviews at regular intervals to review completed areas on a collective team basis.
- Identification of Stakeholders, package owners and Ancillary Certifiers of all levels at an early stage.
- Co-ordinate a risk review workshop of the project with the Design Team and the Builder out-lining where building regulation compliance risks may exist.
- The provision of a centralised Notum Assigned Certifier administered File Management System (Zutec) to track compliance items / record compliance / gather evidence items.
- A dedicated package review process at completion of each package to review contractor deliverables and ancillary certificates of compliance including supporting evidence items.



our clients

ARDMORE
STUDIOS

BARRETSTOWN
a seriousfun camp

S
Spear Street Capital

hibernia

T
TWINLITE

TRINITY CARE

Líoncor

MCCAULEY DAYE O'CONNELL
ARCHITECTS

STRUCTURETONE

THE
SHELBOURNE

DUBLIN
TECHNOLOGICAL
UNIVERSITY DUBLIN

QUINTAIN

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approach & methodology

In undertaking the role of Assigned Certifier, Notum have implemented procedures in accordance with best practice, following the RIAI Code of Practice for Designer and Certifier Roles, as published by the Royal Institute of Architects of Ireland.

Notum provide an independent Assigned Certifier service with an experienced architectural background. This level of autonomy provides an effective third-party regulatory oversight of the design and works. We have developed specific expertise in delivering the BC(A)R Service in all sectors of the construction industry, and built solid working relationships with numerous local authorities across the country.

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The following tasks are adopted in order to demonstrate compliance with BC(A)R:

- a) Inception to Statutory Permissions*
- b) Detail Design and Tender Information*
- c) Post Tender & Project Planning /
Pre-submission of the Commencement Notice*
- d) Lodgement of the Commencement Notice
including all the required Statutory and
supporting documentation*
- e) Construction Stage including site inspections*
- f) Completion Stage including lodgement of the
Certificate of Compliance on Completion*



what is BC(A)R?

BUILDING CONTROL AMENDMENT REGULATIONS

The Building Control Amendment Regulations 2014 came into force on the 1st March 2014. Some of the key features of the Amendments were the introduction of a new role within the Construction Industry, the Assigned Certifier and the introduction of a number of new certificates and undertakings. The amendments have also introduced a “Code of Practice Inspecting and Certifying Buildings and Works” and an online Building Control Management System (BCMS).

WHY HAVE THE AMENDMENTS BEEN INTRODUCED?

- To strengthen the current arrangements
- To achieve greater accountability in relation to compliance with Building Regulations
- Promote health and safety and welfare in and about buildings
- Ensure a quality of housing stock
- Ensure sustainable environmental protection
- Promote good practice / reform / enforcement
- Consumer confidence / economic recovery
- Promote efficiencies time / cost for construction permits

WHAT DO THE BUILDING CONTROL AMENDMENT REGULATIONS 2014 APPLY TO?

- New Dwellings – houses and apartments
- Extensions with a floor area greater than 40 square metres
- Buildings and works that require a fire safety certificate (Part III)

ARE THERE ANY DISPENSATIONS?

YES, FOR THE FOLLOWING TYPES OF PROJECTS:

- Primary level, second level or third level educational;
- Hospitals and primary care centres

WHERE THE FOLLOWING ACTIONS AND DATES ARE ACHIEVED:

- Planning permission is granted before 1st March 2014
- Contract documents are signed before 1st November 2014
- A valid commencement notice has been lodged with the building control authority no later than 1st March 2015

For such projects an alternate means of compliance can be achieved.



what is BC(A)R?

BUILDING CONTROL AMENDMENT REGULATIONS

WHO HAS DUTIES IN THIS CODE OF PRACTICE?

- Building Owner
- Builder
- Designer
- Design Certifier
- Assigned Certifier
- Building Control Authority

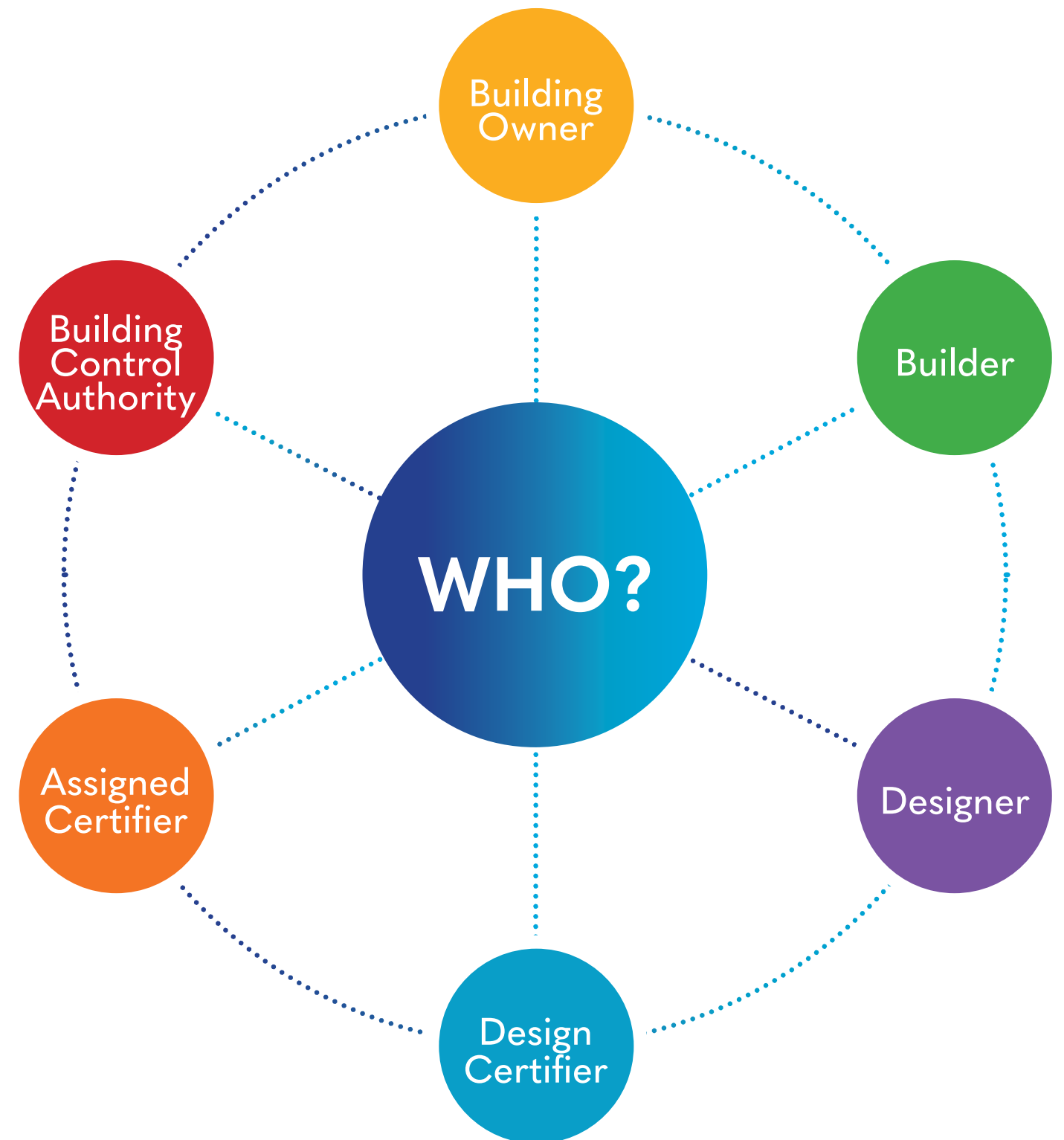
WHAT IS AN ASSIGNED CERTIFIER?

The Assigned Certifier must be a Chartered Engineer, Registered Architect or a Registered Building Surveyor. Under the Regulations they are required to inspect, coordinate inspections and certify the building or works on completion. The Assigned Certifier does not have to be a member of the design team.

WHAT CERTIFICATES AND OTHER DOCUMENTS ARE REQUIRED TO BE SIGNED?

- Commencement Notice
- Notice of Assignment of Assigned Certifier
- Certificate of Compliance (Assigned Certifier)
- Certificate of Compliance (Design)
- Notice of Assignment (Builder)
- Certificate of Compliance (Builder)
- Certificate of Compliance on Completion

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.



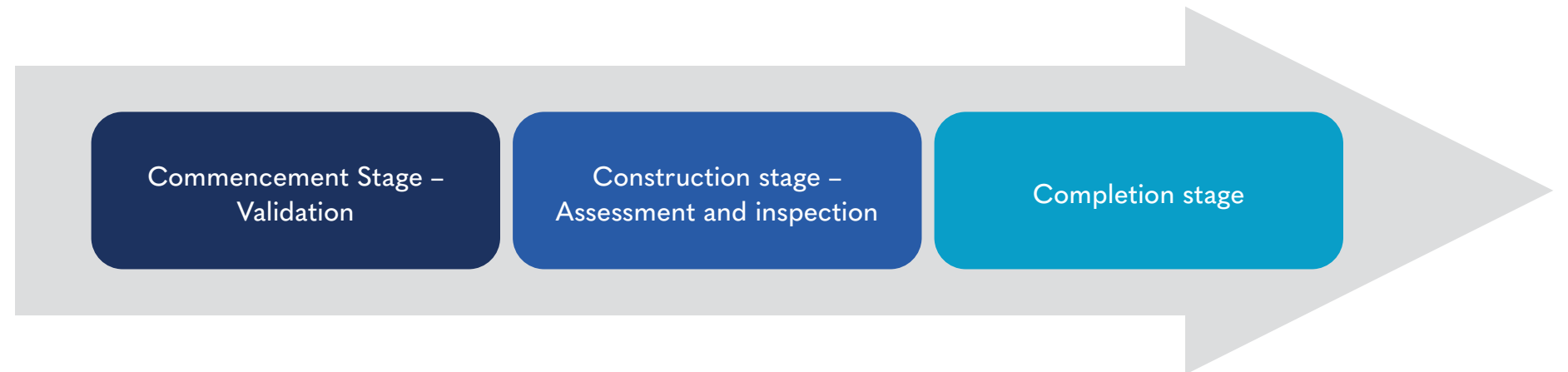
what is BC(A)R?

BUILDING CONTROL AMENDMENT REGULATIONS

WHAT ARE THE STAGES REQUIRED DURING A PROJECT?

WHAT IF MY PROJECT IS PHASED?

The phased completion of projects is possible. It does require individual submissions to the building control authority at each phase completion stage.



1. COMMENCEMENT STAGE VALIDATION

This will occur prior to commencing construction on site and is where the Commencement Notice is submitted to the Building Control Authority along with Notices of Assignment (Builder and Assigned Certifier), Undertakings, the Design Certificate and accompanying plans and documentation.

A Preliminary Inspection Plan is required to be prepared and submitted. All information will be submitted using the online Building Control Management System. The commencement notice must be received by the Building Control Authority not less than 14 days and not more than 28 days before commencing works on site.

2. CONSTRUCTION STAGE ASSESSMENT AND INSPECTION

During construction inspections are carried out in accordance with the Inspection Plan. It is expected that local authorities will inspect 12% to 15% of new buildings during construction and inspections will be targeted and based on risk assessments. Therefore they are likely to be focused on multi-unit developments such as apartments.

3. COMPLETION STAGE

Approximately 3 to 5 weeks in advance of occupying the building, the Certificate of Completion is submitted along with the actual inspection plan implemented as well as plans, calculations, specifications and particulars demonstrating how the completed project has complied with the Building Regulations.

Within 21 days of submitting the certificate of completion, the Building Control Authority will consider whether the certificate is valid and if valid, include details of the certificate on the statutory register at which point the building can be opened, used or occupied. After 21 days, if the authority has not reverted, the building is automatically added to the register.x

Within 21 days, if the certificate is regarded as not being valid, the Building Control Authority will reject the certificate and notify the Assigned Certifier giving reasons the certificate cannot be accepted or require the Assigned Certifier to submit such revised certificate or additional documentation as may be deemed necessary by the authority for the purposes of validation. Upon receipt of further information the authority have 7 days to revert.

If a building is not added to the register it cannot be opened, used or occupied.

what is BC(A)R?

BUILDING CONTROL AMENDMENT REGULATIONS

HOW FREQUENTLY ARE INSPECTIONS REQUIRED?

The frequency of inspection will be determined by the Inspection Plan. The Inspection Plan will be judged by the appropriate intensity and frequency of inspections as per the nature of the building project. The following must be considered:

- a) Type of building, type of construction and expertise of the Builder
- b) How complicated or relatively straight forward the method of construction is
- c) Whether recent experience indicates current problems in interpreting and/or achieving compliance with certain requirements.
- d) How serious the consequences of a particular contravention might be
- e) The impracticability or impossibility of subsequent inspection of closed up work
- f) The speed of construction, or methods of fast track construction

DOES EVERYTHING HAVE TO BE INSPECTED ON SITE?

The Code of Practice highlights that it is not practicable to examine every item of work and inspections of elements are subject to the appropriate professional judgement and risk assessment, and recognising that, inspection arrangements should normally make provision for inspection of:

- a) Elements and components, the failure of which would, in the opinion of the certifier, be significant
- b) Works which, in the opinion of the certifier, constitute unusual designs or methods of construction
- c) Work relating to fire safety
- d) Types of work, construction, equipment or material which could, if not verified, cause defects which would, in the opinion of the certifier or designated inspector, be seriously detrimental to the fundamental purposes of the Building Regulations
- e) Additional areas of work necessary for the subsequent issue of a certificate at completion.

In practice it is very likely that Resident Engineers will need to be appointed on a full or part time basis for any substantial building project to facilitate the necessary inspections.

WHAT INFORMATION NEEDS TO BE SUBMITTED WITH A COMMENCEMENT NOTICE?

The following information needs to be submitted by the Assigned Certifier in the process of submitting a commencement notice:

- Commencement notice (or 7 day notice);
- Plans, calculations, specifications and particulars as are necessary to outline how the building proposed works or building will comply with the requirements of the Second Schedule to the Building Regulations relevant to the works or building concerned, and including:
 - The preliminary Inspection Plan prepared by the Assigned Certifier;
 - A Design Certificate (with a schedule of Ancillary Certificates by members of the design team, who should also sign their certificate);
 - A Notice of Assignment of Assigned Certifier by the Building Owner;
 - A Notice of Assignment of Builder by the Building Owner;
 - Form of Undertaking by the Assigned Certifier;
 - Form of Undertaking by the Builder
- The appropriate fee

It is important to note that there is no requirement or obligation on the Building Control Authority to carry out a technical assessment of the plans or other documents submitted.

what is BC(A)R?

BUILDING CONTROL AMENDMENT REGULATIONS

WHAT INFORMATION NEEDS TO BE SUBMITTED WITH THE CERTIFICATE OF COMPLETION?

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

- A Certificate of Compliance on Completion signed by the Builder and by the Assigned Certifier
- 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;
- The Inspection Plan as implemented by the Assigned Certifier in accordance with the Code of Practice.

WILL THIS COST MORE TO IMPLEMENT?

Yes. A large amount of additional information and paperwork is required to be completed and a greater amount of site inspections will be required.

CAN YOU STILL SELF-BUILD?

No self-build is no longer possible, the Regulations clearly require competent experienced builder. The Certificate of Completion has to be signed by “a Principal or Director of a Building Company only”. Builders included on the Construction Industry Register Ireland or equivalent may be regarded as competent for projects consistent with their registration profile. To join the register you must provide 3 examples of project experience.

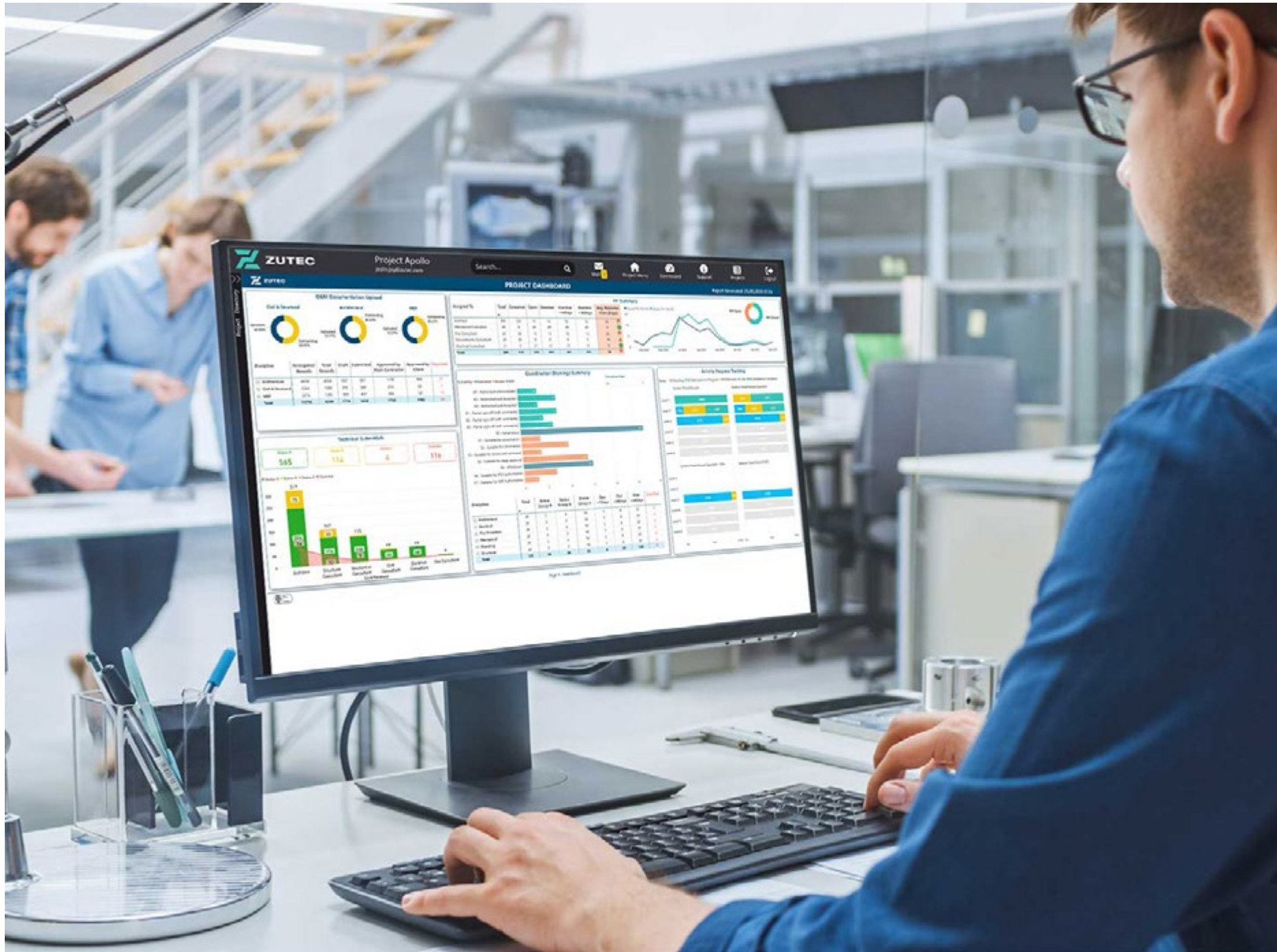
HOW DO I REGISTER AS A BUILDER?

Registration is completed via the Construction Industry Register Ireland (CIRI). It requires construction companies and sole traders to demonstrate they follow industry best practice and comply with the statutory regulations for the construction sector. Also included in the criteria for registration is tax compliance, continuous professional development, compliance with health and safety regulations, and obtaining relevant insurance policies. Further to this, registration is required annually.

AS A CLIENT OR BUILDING OWNER SHOULD I CONSIDER ANY OTHER LEGISLATION?

Yes, the Safety, Health and Welfare at Work (Construction) Regulations 2013 impose a number of legal duties on the “Client” including the appointment of a project supervisor design process (PSDP) and project supervisor construction stage (PSCS).

CDE systems



All our Assigned Certifier / BC(A)R services and inspections are managed via our fully customised Zutech BC(A)R CDE Software, which is made available to all clients and design teams we work with, with no additional charges or subscription fees.

Key features include a centralised location for the collection of all site inspections, certificates, inspection plans and drawings specific to the BC(A)R process. Advantages of the system is the common language building blocks which the platform is built upon, allowing the system to interact with the various cloud-based dashboards currently in use by many parties.

ADDITIONAL FEATURES OF THE ZUTEC FIELD ON-SITE APP INCLUDE:

- Capture your inspection, defect, snagging and commissioning data in real time
- Drop pins on drawings to identify observation location
- Synchronize data onsite - online & offline modes
- Retrieve information by scanning barcodes, QR codes or RFID tags
- Online dashboards and analytical reports show progress and allow for trending and analysis
- Eliminates paper trails and unnecessary delays
- Provides visibility that, in turn, can dramatically reduce turnaround times
- Progress Reports, to ensure key milestones are met
- BIM - Building Information Management



CHRIS PATTERSON

DIRECTOR

Architect, Assigned Certifier

PROFESSIONAL REGISTRATION

RIAI **2014**
Royal Institute of Architects Ireland

ARB **2005**
Architects Registration Board UK

EDUCATION

BSc. (Hons) Architecture **1999**
University Of Dundee, Scotland

Certificate in Professional Practice & Practical Experience (Part 3) **2004**
Queens University, Belfast

PROFESSIONAL PROFILE

Chris has over 20 years experience in the construction industry, working in Ireland, the UK, Australia and New Zealand. He has worked in the capacities of Senior Architect, Project Architect, Site / Resident Architect, Employer's Representative, Design Architect and BC(A)R Assigned and Design Certifier, and have tendered and administered contracts including the GCCC, Design & Build and Public Private Partnerships, in addition to other forms of contract.

His management and interpersonal skills enable him to maintain high service levels on several projects simultaneously, and to continually improve the management and manner in which work is delivered and the process employed to attain it, including overall leadership of quality control systems.

SELECTED EXPERIENCE

Cross Avenue, Blackrock, Dublin
This BTR (Build to Rent) apartment development sits on c.3 acres adjacent to Blackrock College, and includes three separate blocks comprising 241no. apartments, with associated resident amenities, including lounge spaces, co-working areas, a roof top gym and club house space, creche and landscaped external gardens.

Two Three North, Clongriffin, Dublin
The second phase of this successful development, on the northern fringe of Dublin. Finished in 2022 and occupied across three distinct completion phases, Two Three North offers 282no. BTR apartments within a contemporary development, defined by a mixture of private, communal, and public spaces. It provides quality, affordable accommodation for up to 900 residents.

Data Centres, South County Dublin
Assigned Certifier / BC(A)R Services provided for various Data Centre projects in South County Dublin, within an overall 120MW campus for a multinational client. Three 32MW Data Centres, each c.17,600m², were constructed simultaneously, by two separate D&B Contractor Design Teams. Clear strategies were developed with the contractors and Building Control to allow for multi-phased BC(A)R completion and “beneficial use” handover to the client within each building, providing critical infrastructure and essential life safety systems segregation to allow this to occur.

Compliance Co-Ordination Services for Overseas Contractors
This has included Building Regulation Compliance Coordination Services for USA and Middle East based Modular Data Center Products Manufacturers. VARIOUS BC(A)R strategies were for modular buildings, providing the appropriate Building Regulation Compliance Coordination Services, with advice on the applicable Irish BC(A)R Regulations and EuroCode Compliance requirements, and review of the developing design and material submittals to allow for manufacture and installation in Ireland.

Academic Building, Maynooth University, Kildare
A 4-storey academic building of c.10,500m² gross floor area located in the north campus of Maynooth University, comprising 3 lecture theatres with public foyer, teaching spaces, seminar and collaboration spaces, café, exhibition spaces, meeting rooms, enclosed and open plan offices, and breakout spaces, all arranged around a courtyard. Full Assigned Certifier services are being provided, and a project specific BC(A)R strategy has been developed with the client to allow for phased completion to allow for the client to take ownership and use part of the building as soon as possible.

RELEVANT COMPETENCY & SKILLS

20+

YEARS

RIAI

8+

YEARS

AC

AIB Corporate & Customer HQ, 10 Molesworth Street, Dublin
A fit-out of a 9-storey CAT-A office building with a total floor area of 10,795m², consisting of a 6-storey office building, over a 3-storey basement. Full Assigned Certifier Services were carried out, including the development and implementation of a project specific BC(A)R strategy with the Client, Design Team and Contractor. The scope of the works described under the Commencement Notice made clear distinction to the CAT-B changes proposed by the Tenant Team to the approved FSC and DAC grants.

Ardmore House, UCD, Dublin
The works to Ardmore House, a protected structure located within the UCD Belfield Campus, rationalised and refurbished the existing building, and provided a 3-storey extension to the rear that included an entrance lobby and circulation core linking to the house at all levels, including an internal lift, stair access, and access for all in line with Part M. Full Assigned Certifier services were provided, coordinating the Design Team through the construction period to provide a fully compliant building on completion.

Dublin Airport, various projects
BC(A)R Assigned Certifier and Lead Architect for various complex projects in Dublin Airport, from works to ‘Critical Part of the Security Restricted Areas’ (CPRSAs) at Westlands, including the provision of standalone vehicle / pedestrian screening facilities; the installation of automated security screens in Terminal 2 Departures Pier, to facilitate increased access for pre-cleared CBP US bound passengers; the reorganisation and upgrading of existing boarding facilities in the main Pier 3 departures area; the extension, refurbishment and installation of “airbridges”; refurbishment of existing office and storage facilities to accommodate relocated line maintenance operations, with phased relocation of the Airside / Landside boundary.

Research Hub, TU Dublin (Grangegorman Campus)
A 5-storey research facility of c. 5,000m², incorporating the Environmental Health Sciences Institution (ESHI), and Hot House Incubation Unit and accommodating specialist laboratories, dedicated seminar rooms, exhibition spaces and offices. The building accommodates 10no. specialist labs, with space for up to 100 people working in disciplines of biological, chemical, physical, optical and spectroscopic sciences, and associated building services support and offices.

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