



Notice of Completion by a person carrying out building work (England)

Building Regulations 2010 (as amended).

A person who is required by Regulation 12 to give a building notice or an application for building control approval with full plans for carrying out building work shall, not more than five days after that work has been completed, give the local authority a notice which complies with Regulation 16 paragraph (4A) as set out below. Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended)

Location of the Building Work	
Building Regulations Application No	
Client Details	
<i>The building work referred to in our building notice / application of building control approval with full plans* is complete (notice/application form attached to this notice). *delete as appropriate.</i>	
Name	
Address	
Telephone	
Email address	
<i>I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.</i>	
Signature of Client	
Date	
Principle Contractor Details (or Sole Contractor)	
Name	
Address	
Telephone	
Email address	

Date of Appointment	
Scope of Work	
<i>I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations.</i>	
Signature	
Date	
Principle Contractor Details (or Sole Contractor) **	
Name	
Address	
Telephone	
Email address	
Date of Appointment	
Scope of Work	
<i>I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations.</i>	
Signature	
Date	
Principle Designer (Or Sole Designer)	
Name	
Address	
Telephone	
Email address	
Date of Appointment	
Scope of Work	
<i>I confirm that I have fulfilled my duties as a principal designer under Part 2A (dutyholders and competence) of these Regulations.</i>	
Signature	
Date	
Principle Designer (Or Sole Designer) **	

Name	
Address	
Telephone	
Email address	
Date of Appointment	
Scope of Work	
<i>I confirm that I have fulfilled my duties as a principal designer under Part 2A (dutyholders and competence) of these Regulations.</i>	
Signature	
Date	

**If more than one dutyholder appointment is made, details and confirmation is required by each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) appointed by the client. Add additional contacts and statements as required.