

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 duty holders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

Where 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. Please complete additional **Notices of Completion** as required.

1	Location of site to which the work relates			
	Address:			
	Postcode:		Building Regulation Application Number:	

2	Client Details					
	Title:(Mr/Mrs/Miss)		Forenames:		Surname:	
	Address:					
	Postcode:		Tel:		Email:	
	Declaration: I confirm that to the best of my knowledge the building work referred to in our building regulation application has been carried out in compliance with all applicable requirements of the building regulations.					
	Signature of Client:				Date:	

3	Principal Contractor (or Sole Contractor) Details					
	Title:(Mr/Mrs/Miss)		Forenames:		Surname:	
	Address:					
	Postcode:		Tel:		Email:	
	Date of Appointment:					
	Declaration: I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations					
Signature of Principal Contractor (or Sole Contractor):				Date:		



4	Principal Designer (or Sole Designer) Details						
	Title:(Mr/Mrs/Miss)		Forenames:		Surname:		
	Address:						
	Postcode:		Tel:		Email:		
	Date of Appointment:						
	Declaration: I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (dutyholders and competence) of these Regulations						
	Signature of Principal designer (or Sole designer):					Date:	