



Notice of Completion by a person carrying out building work.

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 \(as amended\)](#). *If the work relates to a building where the Regulatory Reform (Fire Safety) Order 2005 applies*, Regulation 38 requires confirmation that the fire safety information required to operate the building and its fire safety systems is passed to the Client by the Principal Contractor and that the Client confirms that this is suitable and sufficient to allow them to operate and maintain the building and its fire safety systems



Location of the building work

Building Regulation Application Number



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). Alternatively, where the building work completed differs in scope, a full description of the work should be included with this notice. *delete as appropriate.

Name of the client

Address of the client

Telephone number of the client

Email address of the client (if available).....

- 1. I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.**

Signature of client

Date

For Commercial Projects:

- 2. I confirm that the fire safety information required by Regulation 38 has been received from the Principal Contractor and is suitable and sufficient to allow me (the client) to operate and maintain the building, and the fire safety systems within.**



Signature of client

Date

Name of principal contractor (or sole contractor)

Address of principal contractor (or sole contractor)

Telephone number of the principal contractor (or sole contractor)

Email address of the principal contractor (or sole contractor) (if available).....

Date of appointment

1. 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

For Commercial Projects:

2. I confirm that the fire safety information required by Regulation 38 has been given to the Client, and that they have confirmed it is suitable and sufficient to allow them to operate and maintain the building, and the fire safety systems within.

Signature of principal contractor (or sole contractor)

Date

**Name of principal contractor (or sole contractor)

Address of principal contractor (or sole contractor).....

Telephone number of the principal contractor (or sole contractor)

Email address of the principal contractor (or sole contractor) (if available)

Date of appointment

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

Name of principal designer (or sole or lead designer)
Address of principal designer (or sole or lead_designer)
.....
Telephone number of the principal designer (or sole or lead_designer)
Email address of the principal designer (or sole or lead_designer) (if available).....
Date of appointment

I confirm that I have fulfilled my duties as a principal designer (or sole or lead_designer) under Part 2A (dutyholders and competence) of these Regulations.

Signature of principal designer (or sole or lead designer)
Date.....



**Name of principal designer (or sole or lead designer)
Address of principal designer (or sole or lead designer)
Telephone number of the principal designer (or sole or lead_designer)
Email address of the principal designer (or sole or lead_designer) (if available)
Date of appointment

I confirm that I have fulfilled my duties as a principal designer (or sole or lead_designer) under Part 2A (dutyholders and competence) of these Regulations.

Signature of principal designer (or sole or lead designer).....
Date

**If more than one duty holder 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.