Notice of Completion

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).

Please email once complete to *building.control@southglos.gov.uk*

Application Ref:	
Site Address:	
Plot Number(s): (if applicable)	

Section A – Client Details	
Full Name:	
Address:	
Tel No:	
Email:	
Declaration: I can confirm that as the Client of the above-mentioned Building Control application, I am satisfied that to the best of my knowledge the work complies with all applicable requirements of the Building Regulations.	
Signed:	
Name Printed:	
Date:	

Section B – Principal or Sole Contractor

Full Name:	
Address:	
Tel No:	
Email:	
Date appointed on project:	
Job Title:	

Declaration: I can confirm that as the principal (or sole or lead) contractor of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A of The Building Regulations (duty holders and competence) of these regulations.

Signed:	
Name Printed:	
Date:	

Section B – Principal or Sole Designer

Full Name:	
Address:	
Tel No:	
Email:	
Date appointed on project:	
Job Title:	

Declaration: I can confirm that as the principal (or sole or lead) designer of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A The Building Regulations (duty holders and competence) of these regulations.

Signed:	
Name Printed:	
Date:	

A completion certificate cannot be issued until we have received this statement, signed by all parties involved. The details of the duty holders provided in this statement must match what has been previously provided to us.