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

**Building Regulations 2010 (as amended)**

A person who is required by [Regulation 12](https://www.legislation.gov.uk/uksi/2010/2214/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)](https://www.legislation.gov.uk/uksi/2010/2214/regulation/16) as set out below. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 (as amended)](https://www.legislation.gov.uk/uksi/2010/2214/part/2A).

Location of the building work:   
  
Building Regulations 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.

**Client details**

Name:   
  
Address:   
  
Telephone number:   
  
Email:   
 ***I confirm that to the best of my knowledge the work complies with all applicable requirments of the building regulations.***

Client signature: Date:   
**Principal or sole contractor or lead contractor details**^^Name:   
  
Address:   
  
Telephone number:   
  
Email:

Date of appointment:

**I confirm that I have fulfilled my duties as a principal contractor under** *Part 2A (dutyholders and competence of these Regulations).*

Principal or sole or lead contractor signature: Date:   
**Principal or sole contractor or lead contractor details**^^Name:   
  
Address:   
  
Telephone number:   
  
Email:

Date of appointment:

**I confirm that I have fulfilled my duties as a principal contractor under** *Part 2A (dutyholders and competence of these Regulations).*

Principal or sole or lead contractor signature: Date:   
  
  
**Principal designer or sole or lead designer details**^^Name:   
  
Address:   
  
Telephone number:   
  
Email:

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).*

Principal designer or sole or lead signature: Date:   
  
  
^^Name:   
  
Address:   
  
Telephone number:   
  
Email:

Date of appointment:

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

Principal designer or sole or lead 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.

^Client = the organisation or individual for whom a construction project is carried out. They are ultimately responsible for ensuring that the requirements of the Building Regulations are satisfied, and the Client's duties cannot be subcontracted to a third party.

^^Principal Contractor = the contractor in overall control of the construction phase on projects with more than one contractor. They are appointed by the client.

^^^Principal Designer = plans, manages and monitors design work, and cooperates, coordinates and communicates to ensure the design work, if built, complies with building regulations.