



Notice Of Completion

This notice must be sent to Building Control within 5 days of completion of works on site.

Application Ref:	
Site Address:	

Section A – Client Details	
Full Name:	
Address:	
Tel No:	
Email:	
Declaration: I can confirm that as the applicant of the above-mentioned Building Control application, I am satisfied that to the best of my knowledge the works have been carried out are complete and meet the requirements of the applicable Building Regulations at this time.	
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.