

Notice of Completion by a person carrying out building work

Building Regulations 2010 (as amended) Regulation 16 ‘Notices in relation to building work’
Regulation 16 (4) “A person carrying out building work shall, not more than five days after that work is completed, give the relevant authority a [completion] notice”.

Declaration that the building work mentioned below is complete and complies with all the applicable requirements of the building regulations.

Details of completed building work	
Application Reference	
Site Address	
Description of work	
Date of Completion	
Client Details	
Name	
Address	
Telephone	
Email	
Principal (or sole) Contractors Details	
Name	
Address	
Telephone	
Email	
Principal (or sole) Designers Details	
Name	
Address	
Telephone	
Email	

Declaration of conformity the Client

To the best of my knowledge, I confirm that the building work (to which the details above relate) is complete and complies with all the applicable requirements of the building regulations.

Client's signature	
Client's name	
Date of signature	

Declaration of conformity the each (or sole) Contractor

I declare that I have fulfilled my duties as a principal contractor under Part 2A (duty holders and competence) of the Building Regulations 2010 (as amended)

Contractor's signature	
Contractor's name	
Date of appointment	
Date of signature	

Declaration of conformity the Principal (or sole or lead) Designer

I declare that I have fulfilled my duties as a principal designer under Part 2A (duty holders and competence) of the Building Regulations 2010 (as amended)

Designer's signature	
Designer's name	
Date of appointment	
Date of signature	