# Notice of CompletionBy a person carrying out building work (England)

## The Building Act 1984 | The Building Regulations 2010 (as amended) | The Building Safety Act 2022

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)

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| **1** |  | **Application Details:**Location of works:Postcode:Building Control Application Reference:  |
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| **2** |  | **Notice of Completion:** *Mark the relevant statement*The building work at the above address, referred to in our **building notice** is complete. The building work at the above address, referred to in our application of **building control approval with full plans** is complete.  |
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| **3** |  | **Client’s Declaration:**Name:Address: Post Code: Tel: Email: **I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.** Signature: Date: |
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| **4** |  | **Principal Contractor (or Sole Contractor) Declaration:** *If more than one dutyholder appointment was made, details and confirmation is required by each principal contractor (or Sole Contractor) appointed by the client. Add additional contacts and statements as required to section 6 of this notice.*Name:Address: Post Code: Tel: Email: Date of Appointment: Principal Contractor (or Sole Contractor) Declaration (continued): **I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under** [**Part 2A (dutyholders and competence) of these Regulations.**](https://www.legislation.gov.uk/uksi/2010/2214/part/2A)Signature: Date: |
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| **5** |  | **Principal Designer (or Sole Designer) Declaration:** *If more than one dutyholder appointment was made, details and confirmation is required by each principal designer (or Sole or Lead Designer) appointed by the client. Add additional contacts and statements as required to section 7 of this notice.*Name:Address: Post Code: Tel: Email: Date of Appointment: **I confirm that I have fulfilled my duties as a principal designer (or sole designer) under** [**Part 2A (dutyholders and competence) of these Regulations.**](https://www.legislation.gov.uk/uksi/2010/2214/part/2A)Signature: Date: |
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| **6** |  | **Additional Principal Contractor (or Sole Contractor) Declaration:** *Only complete this section if more than one principal contractor (or sole contractor) was appointed by the client.* Name:Address: Post Code: Tel: Email: 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.**](https://www.legislation.gov.uk/uksi/2010/2214/part/2A)Signature: Date: |
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| **7** |  | **Additional Principal Designer (or Sole Designer) Declaration:** Only *complete this section if more than one principal designer (or sole or lead designer) was appointed by the client.*Name:Address: Post Code: Tel: Email: Date of Appointment: **I confirm that I have fulfilled my duties as a principal designer (or sole designer) under** [**Part 2A (dutyholders and competence) of these Regulations.**](https://www.legislation.gov.uk/uksi/2010/2214/part/2A)Signature: Date: |

Sections 1-5 must be completed in their entirety for the notice to be accepted; if there is information missing or errors in the information we will not be able to issue the completion certificate for the works.