

## Notice of Completion by a person carrying out building work

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 dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

**1** \*The building work referred to in our building regulation application number  is complete.

\*LOCATION TO WHICH WORK RELATES Plot Number(s) (if appropriate)

Address:

Postcode:

**2** \*CLIENTS DETAILS

Name:

Address:

Postcode:  Telephone:

Email:

***I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.***

Signature of client:  Date:

**3a** \*PRINCIPAL CONTRACTORS DETAILS (or sole contractor)

Name:

Address:

Postcode:  Telephone:

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.](#)***

Signature of principal contractor:  Date:   
(or sole contractor):

**3b** \*\*PRINCIPAL CONTRACTORS DETAILS (or sole contractor)

Name:

Address:

Postcode:  Telephone:

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.](#)***

Signature of principal contractor:  Date:   
(or sole contractor):

**4a****\*PRINCIPAL DESIGNERS DETAILS** (the lead or sole designer)

Name:

Address:

Postcode:  Telephone:

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.***

Signature of principal designer  Date:   
(or sole designer):

**4b****\*\*PRINCIPAL DESIGNERS DETAILS** (the lead or sole designer)

Name:

Address:

Postcode:  Telephone:

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.***

Signature of principal designer  Date:   
(or sole designer):

**\*(mandatory fields)**

**\*\*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.**

**Welcome • Witamy • مرحباً • Sveiki**

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym Formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums Reikia vertėjo paslaugų, kreipkitės į mus.

**Babergh Building Control and Mid Suffolk Building Control**

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[www.midsuffolk.gov.uk](http://www.midsuffolk.gov.uk)

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