Notice of completion form

The Building Regulations 2010 (as amended).

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 Building work

Location of the building work	
Building Regulation Application Number	

The building work referred to in our building notice or application of building control approval with full plans is complete (notice or application form attached to this form).

2 Client details

Name	
Address (including postcode)	
Phone	
Email (if available)	

3 Client declaration

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

Client signature	
Date	

4 Principal or sole contractor details

Name	
Address (including postcode)	
Phone	
Email	
Date of appointment	

5 Principal or sole contractor declaration

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

Principal or sole contractor 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.

6 Principal or sole contractor details

Name	
Address (including postcode)	
Phone	
Email	
Date of appointment	

7 Principal or sole contractor declaration

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

Principal or sole contractor signature	
Date	

8 Principal or sole designer details

Name	
Address (including postcode)	
Phone	
Email	
Date of appointment	

9 Principal or sole designer declaration

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

Principal or sole designer signature	
Date	

10 Principal or sole designer details

Name	
Address (including postcode)	
Phone	
Email	
Date of appointment	

11 Principal or sole designer declaration

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

Principal or sole designer signature	
Date	

Contact

Building Control
Harlow Council
Civic Centre
The Water Gardens
Harlow
CM20 1WG
building.control@harlow.gov.uk
https://www.harlow.gov.uk/planning-and-building-control/building-control

Data protection

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