



Notice of Completion by a person carrying out building work (England)

Building Regulations 2010 (as amended)

Use this form to advise us that work on your project is complete, no later than 5 days after completion.

All dutyholders must complete and sign their own section.

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 \(as amended\)](#).

If the work relates to a building where the Regulatory Reform (Fire Safety) Order 2005 applies, Regulation 38 requires that confirmation that the fire safety information required to operate the building and its fire safety systems is passed to the Client by the Principal Contractor, and that the Client confirms that this is suitable and sufficient to allow them to operate and maintain the building and its fire safety systems.

Section 1 - Client

Site address

Building Regulation Application Number

The building work referred to in our building regulations application above, is complete

Client name

Client Address

Client telephone

Client email

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

Client signature

Date

****For Commercial projects: I confirm that the fire safety information required by Regulation 38 has been received from the Principal Contractor and is suitable and sufficient to allow me (the client) to operate and maintain the building, and the fire safety systems within.***

Signature of client

Date



Section 2 - Principal Contractor (or sole contractor)

Principal Contractor name

Principal Contractor address

Principal Contractor telephone

Principal Contractor 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.](#)

Principal Contractor signature

Date

****For Commercial projects: I confirm that the fire safety information required by Regulation 38 has been given to the Client, and that they have confirmed it is suitable and sufficient to allow them to operate and maintain the building, and the fire safety systems within.***

Principal Contractor signature

Date

****If more than one dutyholder appointment is made, details and confirmation is required by each Principal Contractor (or sole contractor) appointed by the client. Add additional contacts and statements as required.**

**Principal Contractor name

Principal Contractor address

Principal Contractor telephone

Principal Contractor 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.](#)

**Principal Contractor signature

Date

Section 3 - Principal Designer (or sole designer)

Principal Designer name

Principal Designer address

Principal Designer telephone

Principal Designer email

Date of appointment

I confirm that I have fulfilled my duties as Principal Designer (Or sole or lead designer) [Part 2A \(dutyholders and competence\) of these Regulations](#)

Principal designer signature

Date

****If more than one dutyholder appointment is 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.**

**Principal Designer name

Principal Designer address

Principal Designer telephone

Principal Designer email

Date of appointment

I confirm that I have fulfilled my duties as a Principal Designer (or sole or lead designer) under [Part 2A \(dutyholders and competence\) of these Regulations.](#)

Signature of Principal Designer

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.**

***For Commercial projects, relating to Regulation 38 [The Building Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk)**