

Notice of Completion

Application Reference:

Site Address:

Section A – Client Details

Full Name:

Address:

Telephone Number:

Email:

Declaration: I can confirm that as the applicant of the above-mentioned Building Control application, I am satisfied that to the best of my knowledge, the works that have been carried out are complete and meet the requirements of the applicable Building Regulations at this time.

Signed:

Name Printed:

Date:

Section B – Principal or Sole Contractor Details

Full Name & Job Title:

Company Name:

Address:

Date Appointed on Project:

Declaration: I can confirm that as the Principal (or Sole or Lead) Contractor of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A of The Building Regulations (Duty Holders and Competence) of these regulations.

Signed:

Name Printed:

Date:

Section C – Principal or Sole Designer Details

Full Name:

Company Name:

Job Title:

Address:

Telephone Number:

Email:

Date Appointed on Project:

Declaration: I can confirm that as the Principal (or Sole or Lead) Designer of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A of The Building Regulations (Duty Holders and Competence) of these regulations.

Signed:

Name Printed:

Date:

A completion certificate can not be issued without receiving this statement, signed by all the parties involved