

Campus West Office, Welwyn Garden City, Hertfordshire, AL8 6BX

General Enquiries Contact: 01438 879990 | Email: building.control@hertfordshirebc.co.uk

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

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 \(as amended\)](#).

Location of the building work of the client _____
Building Regulation Application Number _____

The building work referred to in our building notice / application of building control approval with full plans* is complete (notice/application form attached to this notice). *delete as appropriate.

Name of the client _____
Address of the client _____

Telephone number of the client _____
Email address of the client (if available) _____

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

Signature of client _____ Date _____

Name of principal contractor (or sole contractor) _____
Address of principal contractor (or sole contractor) _____

Telephone number of the principal contractor (or sole contractor) _____
Email address of the principal contractor (or sole contractor) _____
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 (or sole contractor) _____

Date _____



**Name of principal contractor (or sole contractor) _____

Address of principal contractor (or sole contractor) _____

Telephone number of the principal contractor (or sole contractor) _____

Email address of the principal contractor (or sole contractor) _____

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 (or sole contractor) _____

Date _____



Name of principal designer (or sole designer) _____

Address of principal designer (or sole designer) _____

Telephone number of the principal designer (or sole designer) _____

Email address of the principal designer (or sole designer) _____

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 (or sole designer) _____

Date _____



**Name of principal designer (or sole designer) _____

Address of principal designer (or sole designer) _____

Telephone number of the principal designer (or sole designer) _____

Email address of the principal designer (or sole designer) _____

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 (or sole 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.