HERTFORDSHIRE
BUILDING CONTROL

The Campus, Welwyn Garden City, Hertfordshire, AL8 6AE
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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:

Building Regulation application number:

The building work referred to in our application of building control approval with full plans is complete

Name of the client:	
Address of the client (inc postcode):	
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 _____

See next page for other Duty Holder declarations to be made by Principal/Sole Contractor AND Principal/Sole Designer

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Name of principal or sole CONTRACTOR:	
Address of principal or sole CONTRACTOR:	
Principal or sole CONTRACTOR telephone number:	
Principal or sole CONTRACTOR email address:	

Date of appointment _____

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

Signature of principal
or sole CONTRACTOR: _____ Date: _____

Note: if more than 1 principal contractor then they also need to complete a declaration

Name of principal or sole DESIGNER:	
Address of principal or sole DESIGNER:	
Principal or sole DESIGNER telephone number:	
Principal or sole DESIGNER email address:	

Date of appointment _____

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

Signature of principal
or sole DESIGNER: _____ Date: _____

NB 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 de- signer) appointed by the client. Add additional contacts and statements as required.