

Notice of Completion

1 – Application

BR Reference Number		Number of Declaration Sheets Used*
Location of Building Works		
Description of Works		

2 – Client’s Declaration

Name		<p>I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.</p> <p>Signature of Client</p> <p>Dated</p>
Address		
Phone		
Email		

3 – Principal/Sole Designer Declaration

Name		<p>I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (duty holders and competence) of these Regulations.</p> <p>Signature of Designer.....</p> <p>Dated</p>
Address		
Phone		
Email		

4 – Principal/Sole Contractor Declaration

Name		<p>I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (duty holders and competence) of these Regulations.</p> <p>Signature of Contractor.....</p> <p>Dated</p>
Address		
Phone		
Email		

Notes: 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 duty holders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

*If more than one duty holder 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 declaration sheets as required.