**Notice of Completion**

by a person carrying out building work (England)

**Building Regulations 2010 (as amended)**

A person who is required by [Regulation 12](https://www.legislation.gov.uk/uksi/2010/2214/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)](https://www.legislation.gov.uk/uksi/2010/2214/regulation/16).

Requirements of duty holders and their competence can be found in [Part 2A of the Building Regulations 2010 (as amended)](https://www.legislation.gov.uk/uksi/2010/2214/part/2A).

Once we have received appropriate notice of completion from you, a building regulations completion inspection can be arranged with building control.

\* If the your work relates to a building where the [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents) applies, (ie a non-domestic building or common parts of a building containing flats), then [Regulation 38](https://www.legislation.gov.uk/uksi/2010/2214/regulation/38) of the Building Regulations 2010 (as amended) requires that 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.

*Please complete:*

|  |  |
| --- | --- |
| Location of the building work: |  |
| Building Regulation Application Number: |  |

**The building work referred to in our application is now complete:**

*Please tick your application type:*

|  |  |
| --- | --- |
| **Building Notice** |  |
| **Application of building control approval with full plans** |  |

**Client:**

*Please complete:*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| Email |  |

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

*Please complete:*

|  |  |
| --- | --- |
| Signature of client | Date |
|  |  |

**For buildings to which the Regulatory Reform (Fire Safety) Order 2005 is applicable:**

**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.**

*Please complete if relevant to the project:*

|  |  |
| --- | --- |
| Signature of client | Date |
|  |  |

**Principal Contractor (or Sole Contractor):**

*Please complete:*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| 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](https://www.legislation.gov.uk/uksi/2010/2214/part/2A).

*Please complete:*

|  |  |
| --- | --- |
| Signature of Principal Contractor (or Sole Contractor) | Date |
|  |  |

**For buildings to which the Regulatory Reform (Fire Safety) Order 2005 is applicable:**

**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.**

*Please complete if relevant to the project:*

|  |  |
| --- | --- |
| Signature of Principal Contractor (or Sole Contractor) | Date |
|  |  |

**Principal Designer (or Sole or Lead Designer):**

*Please complete:*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| 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](https://www.legislation.gov.uk/uksi/2010/2214/part/2A).

*Please complete:*

|  |  |
| --- | --- |
| Signature of Principal Contractor (or Sole Contractor) | 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.

**Please return this completed notice to** [**building.control@newcastle.gov.uk**](mailto:building.control@newcastle.gov.uk)

CompNotice\_Sept24