

**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 .....

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) .....

Dates of appointment (to and from) .....

***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.\*\***