

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

Date



Name of the client
Address of the client
Telephone number of the client
Email address of the client (if available)



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)



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)