

Notice of Completion by a person carrying out building work (England)

STG Building Control Partnership
Foord Annexe, Eastgate House
High Street, Rochester, Kent, ME1 1EW
01634 3311133
building@stgbc.org.uk www.stgbc.org.uk



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 \(as amended\)](#).

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 applicable

1 Client details			
Name:			
Address:			
Telephone:		Email:	

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

Signature of client

Date

2 Principal contractor (or sole contractor) details			
Name:			
Address:			
Telephone:		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](#).

Signature of principal contractor (or sole contractor)

Date

3 Principal contractor (or sole contractor) details **			
Name:			
Address:			
Telephone:		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](#).

Signature of principal contractor (or sole contractor)

Date

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4 Principle designer (or sole designer) details			
Name:			
Address:			
Telephone:		Email:	
Date of appointment:			

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

5 Principle designer (or sole designer) details**			
Name			
Address:			
Telephone:		Email:	
Date of appointment:			

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 lead designer) appointment by the client. Add additional contacts and statements as required.