

### Notice Of Completion

This notice must be sent to Building Control within 5 days of completion of works on site.

<b>Application Ref:</b>	
<b>Site Address:</b>	
<b>Plot Number(s): (if applicable)</b>	

<b>Section A – Client Details</b>	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Tel No:</b>	
<b>Email:</b>	
<b>Declaration:</b>	
I can confirm that as the Client of the above-mentioned Building Control application, I am satisfied that to the best of my knowledge the work complies with all applicable requirements of the Building Regulations.	
<b>Signed:</b>	
<b>Name Printed:</b>	
<b>Date:</b>	

<b>Section B – Principal or Sole Contractor</b>	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Tel No:</b>	
<b>Email:</b>	

<b>Date appointed on project:</b>	
<b>Job Title:</b>	
<b>Declaration:</b>	
I can confirm that as the principal (or sole or lead) contractor of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A of The Building Regulations (duty holders and competence) of these regulations.	
<b>Signed:</b>	
<b>Name Printed:</b>	
<b>Date:</b>	

### Section B – Principal or Sole Designer

<b>Full Name:</b>	
<b>Address:</b>	
<b>Tel No:</b>	
<b>Email:</b>	
<b>Date appointed on project:</b>	
<b>Job Title:</b>	
<b>Declaration:</b>	
I can confirm that as the principal (or sole or lead) designer of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A The Building Regulations (duty holders and competence) of these regulations.	
<b>Signed:</b>	
<b>Name Printed:</b>	
<b>Date:</b>	

**A completion certificate cannot be issued until we have received this statement, signed by all parties involved. The details of the duty holders provided in this statement must match what has been previously provided to us.**