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

The Building Regulations 2010 (as amended)

Building Regulations 2010 (as amended) Regulation 16 ‘Notices in relation to building work’: Regulation 16 (4) “*A person carrying out building work shall, not more than five days after that work is completed, give the relevant authority a [completion] notice“.*

Please complete this form and return to the local authority via buildingcontrol@walsall.gov.uk before booking your final inspection.

Submission of this form is NOT a formal request for an inspection therefore please call one of our customer service advisors to arrange a mutual date for your final inspection on 01922 652600.

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) as set out below. Requirements of dutyholders 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).

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.

# 1. Details of completed building work

Site Location: Click or tap here to enter text.

Reference Number: Click or tap here to enter text.

**The building work referred to in Building Regulations submission is complete**

# 2. Client Details

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

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

Signature of Client: Click or tap here to enter text.

Date: Click or tap to enter a date.

# 3. Principal (or sole) Contractors Details

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Date of appointment: Click or tap to enter a date.

I confirm that I have fulfilled my duties as a Principal Contractor (or sole contractor) under Part 2A (dutyholders and competence) of The Building Regulations 2010

Signature of Principal Contractor (or sole contractor): Click or tap here to enter text.

Date: Click or tap to enter a date.

# 4. Principal (or sole) Designers Details

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Date of appointment: Click or tap to enter a date.

I confirm that I have fulfilled my duties as a Principal Designer (or sole designer) under Part 2A (dutyholders and competence) of The Building Regulations 2010

Signature of Principal Designer (or sole designer): Click or tap here to enter text.

Date: Click or tap to enter a date.