**The following must be provided to East Midlands Building Consultancy not more than 5 days after the work has been completed in accordance with Regulation 16 (4A) of The Building Regulations 2010**.

**Notice of Completion**

**Building Regulations 2010 (as amended)**

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).

**Client details**

Name   
  
Address   
  
Telephone number Email   
***I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.***

Client signature Date   
 **Principal contractor details**Name   
  
Address   
  
Telephone number Email

Date of appointment

**I confirm that I have fulfilled my duties as a principal contractor under** *Part 2A (duty holders & competence of these Regulations).*

Principal contractor signature Date

**Principal designer details**Name   
  
Address   
  
Telephone number Email

Date of appointment

**I confirm that I have fulfilled my duties as a principal designer under** *Part 2A (duty holders & competence of these Regulations).*

Principal designer signature Date

\*\*If more than one duty holder 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.

Client = the organisation or individual for whom a construction project is carried out. They are ultimately responsible for ensuring that the requirements of the Building Regulations are satisfied, and the Client's duties cannot be subcontracted to a third party.

Principal Contractor = the contractor in overall control of the construction phase on projects with more than one contractor. They are appointed by the client.

Principal Designer = plans, manages and monitors design work, and cooperates, coordinates and communicates to ensure the design work, if built, complies with building regulations.