SOUTHERN BUILDING CONTROL PARTNERSHIP

The Building Act 1984
The Building Regulations 2010
The Building (Local Authority Charges) Regulations 2010

Notice of Completion Form

From 1 October 2023, all projects which are subject to Regulation 12 of the Building Regulations 2010 (as amended) shall, not more than five days after work has been completed, give the local authority a notice which complies with Regulation 16 paragraph (4A). Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended).

Location:

Description of works:

Our Reference Number:

Client name:

Client address:

Client e-mail:

Client tel no:

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

Signature of Client: Date:

Principal Designer:

Address:

E-mail:

Tel no:

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: Date:

Principal Contractor:

Address:

E-mail:

Tel no:

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: Date:

Please use blank template overleaf if you need to record details of additional dutyholders.

Additional dutyholders if needed:

Client name:

Client address:

Client e-mail:

Client tel no:

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

Signature of Client: Date:

Principal Designer:

Address:

E-mail:

Tel no:

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: Date:

Principal Contractor:

Address:

E-mail:

Tel no:

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: Date:

Southern Building Control Partnership provides the local authority building control service on behalf of Mole Valley, Reigate & Banstead and Tandridge councils.

Correspondence address
Southern Building Control Partnership, Tandridge District Council, Council Offices, 8 Station Road East, Oxted, Surrey RH8 0BT
Tel: **0330 024 9355** E-mail: **theteam@southernbcp.co.uk** **www.southernbcp.co.uk**

LABC Mole Valley District Council Reigate & Banstead Borough Council Banstead | Horley | Redhill | Reigate Tandridge District Council