


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

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 appropriate.

Name of the client

Address of the client

Telephone number of the client

Email address of the client (if available)

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

Signature of client

Date



Name of principal contractor (or sole contractor).....

Address of principal contractor (or sole contractor)

Telephone number of the principal contractor (or sole contractor)

Email address of the principal contractor (or sole contractor)

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



**Name of principal contractor (or sole contractor).....
Address of principal contractor (or sole contractor)
.....
Telephone number of the principal contractor (or sole contractor)
Email address of the principal contractor (or sole contractor).....
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



Name of principal designer (or sole designer)
Address of principal designer (or sole designer)
.....
Telephone number of the principal designer (or sole designer)
Email address of the principal designer (or sole designer)
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



**Name of principal designer (or sole designer).....
Address of principal designer (or sole designer)
.....
Telephone number of the principal designer (or sole designer)

Email address of the principal designer (or sole designer)
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 or lead designer) appointed by the client. Add additional contacts and statements as required.

East Lindsey District Council is a Data Controller and can be contacted at The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH. (Tel: 01507 601111). The Data Protection Officer can be contacted at the same address. We are collecting your personal data as part of our Public Task in order to process your Building Regulations application as required by regulations 12(2) and 18(2) of the Building Regulations 2010 (as amended) and the Building Act 1984. Your data will be shared with third parties where consultation is required by legislation, i.e. Water Authority or Fire and Rescue Service, and it may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 15 years after the application is completed in line with our retention policy, and then will be securely destroyed.

Building Control privacy notice - East Lindsey District Council (e-lindsey.gov.uk)

This form should be completed and submitted to:
Lincs Building Consultancy, The Hub, Mareham Road,
Horncastle, Lincolnshire LN9 6PH

Contact Details
Tel: 01507 613188
Email: bc@e-lindsey.gov.uk