

## Completion Statement

**We are unable to undertake our final inspection on site until this notice has been completed and returned to us by all the duty holders involved in the project.**

The details of the duty holders provided in this statement must match what has been previously provided to us.

This notice must be sent to Building Control within 5 working days of completion of works on site. Failure to provide this notice within the 5 working days is a breach of the Building Regulations and enforceable under Section 35 of the Building Act.

As part of the completion process, we also need to receive copies of certification provided by any competent person(s) who carried out work as part of this project i.e. Electrical Certificates, Gas Safe certificates.

<b>Application Ref:</b>		<b>Plot No: (If Applicable)</b>	
<b>Site Address:</b>			
<b><u>Client Details</u></b>			
<b>Client Name:</b>		<b>Tel No:</b>	
<b>Address:</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>Date:</b>	

### **Principal or Sole Contractor**

**Full Name:**

**Tel No:**

**Address:**

**Email:**

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.

**Signed:**

**Date**

### **Principal or Sole Designer**

**Full Name:**

**Tel No:**

**Address:**

**Email:**

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.

**Signed:**

**Date**

**Please remember to complete this and send to us within 5 working days of works completing on site.  
We can not book a final inspection without receiving this notice and it being completed by all duty holders.  
For more information about duty holder responsibility and the completion notice visit our [website](#).**