

Notice of Completion



North Somerset
Building Control

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"

1 Application reference number to which the work relates

2 Site address to which the work relates

Postcode

3 Date of completion

4 Client

Name

Address

Postcode

Telephone

Email

Statement of compliance

I am the client named above and confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations in relation to the works referred to at sections 1 and 2 of this notice.

Signed

Date

Principal Designer/s

Use separate sheets if there are more than one Principal Designers

5 Principal Designer (or sole or lead designer)

Name

Address

Postcode

Telephone

Email

Date of
appointment

Statement of compliance

I am the Principal Designer named above and confirm that I fulfilled my duties under **Part 2A (dutyholders and competence)** of the Building Regulations in relation to the works referred to at sections 1 and 2 of this notice.

Signed

Date

Principal Contractor/s

Use separate sheets if there are more than one Principal Contractors

6 Principal Contractor (or sole or lead designer)

Name

Address

Postcode

Telephone

Email

Date of
appointment

Statement of compliance

I am the Principal Contractor named above and confirm that I fulfilled my duties under **Part 2A (dutyholders and competence)** of the Building Regulations in relation to the works referred to at sections 1 and 2 of this notice.

Signed

Date

Notes:

1. **Duty holder definitions** – A Principal Contractor is defined within the Construction (Design and Management) Regulations 2015 – See [Health & Safety Executive website](#) for summary.
2. **When to submit** – This notice should be submitted to the council not more than five days after the work has been completed.
3. **How to submit** – send this form to bc.info@n-somerset.gov.uk
4. **Alternative notice** – use of this Compliance Notice template is not mandatory, and alternative versions can be used. However, any Compliance Notice submitted must comply with the requirements set out at within the Building Regulations 2010 as amended by The Building Regulations etc. (Amendment) (England) Regulations 2023 – regulation 16(4)
5. **Privacy Notice** – North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at DPO@n-somerset.gov.uk.