

Completion of Building Work

Due to changes to the Regulations coming into effect for applications submitted after 1 October 2023, and under regulations 4A and 5A, it is now required that a notice is submitted on completion of work which complies with and includes the following:

- the name, address, telephone number and (if available) email address of the client; and
- the name, address, telephone number and (if available) email address of the principal contractor (or sole contractor) and the principal designer (or sole or lead designer); and
- a statement that the building work is complete; and
- a statement, signed by the client, confirming that to the best of the client's knowledge, the work complies with all applicable requirements of the building regulations; and
- a statement given by each principal contractor (or sole contractor) for the work and each principal designer (or sole or lead designer) for the work, signed by the person to which the declaration relates, which includes—
 - the name, address, telephone number and (if available) email address of that person; and
 - the dates of their appointment, and
 - confirmation
 - in the case of a principal contractor (or sole contractor), that they fulfilled their duties as a principal contractor under Part 2A (dutyholders and competence) of these Regulations;
 - in the case of a principal designer (or sole or lead designer), that they fulfilled their duties as a principal designer under Part 2A (dutyholders and competence) of these Regulations.
- in addition, in cases where a building is being erected, to which the Regulatory Reform (Fire Safety) Order 2005(a) applies, or will apply:
 - the date when the building or any part of it is to be occupied; and
 - a statement, signed by the client, confirming that to the best of the client's knowledge, regardless of the completion of the current building work, regulation 38 and Part B of Schedule 1 are currently complied with in relation to those parts of the building which are to be occupied before completion of the work.

Model forms will be available to download from [our website](#) for the above purpose in due course.