

## Regulation 16(4A) Completion Notice



**The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010**

**Building Control Services**

Charnwood Borough Council, Southfields Road, Loughborough, LE12 2TN

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 \(as amended\)](#)

### 1 Details of the application

Application

Reference:

Address:

Postcode:

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### 2 Applicant Details

Title:

First Name:

Last Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

**Declaration of the applicant**

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

**Signature of the applicant:**

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### 3 Client Details (where different from the applicant)

Title:

First Name:

Last Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

**Declaration of the client**

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

**Signature of the client:**

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## 4 Principal (or Sole) Contractor Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

### Declaration of the principal contractor

I confirm that I have fulfilled by duties as a principal contractor (or sole contractor) under [Part 2A \(dutyholders and competence\)](#) of these Regulations.

**Signature of the principal contractor**

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## 5 Principal (or Sole) Designer Details

Name:

Company:

Address:

Postcode:

Telephone:

Mobile:

Email:

### Declaration of the principal designer

I confirm that I have fulfilled by duties as a principal designer (or sole designer) under [Part 2A \(dutyholders and competence\)](#) of these Regulations.

**Signature of the principal designer**

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**This form should be completed and returned to Building Control within 5 days of completion of work on site.**

[building.control@charnwood.gov.uk](mailto:building.control@charnwood.gov.uk)

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