

## **Notice of Completion (explanatory notes)**

*Notices of Completion* must be provided to Building Control not more than 5 days after the work has been completed.

The *Notices of Completion* will require *each Dutyholder* to provide a compliance statement for their responsible work and should also include:

- The name, address, telephone number and (if available) email address of the client, principal contractor, and principal designer.
- A statement from the applicant to say that the works have been completed and complies with all the applicable regulations to the best of their knowledge.
- A statement from both the principal contractor and principal designer (if applicable) to confirm they have fulfilled their duties under Part 2A (duty holders and competence).
- Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended).

### **The Completion Certificate cannot be issued unless:**

- All the necessary inspections have been carried out and found to be satisfactory.
- The Notices of Completion has been filled in and returned.
- All pre-completion information and commissioning certificates requested have been provided.

For buildings subject to the **Fire Safety Order**, the client must submit the same notices, but within 5 days of occupation, and it must also state the following:

- The date when the building (or any part of it) is occupied; and
- A *signed statement* confirming that to the best of their knowledge, **Regulation 38** and **Part B of Schedule 1** are currently complied with for the parts of the building are to be occupied.

The Fire Safety Order applies to all non-domestic premises, which includes the common parts of apartment buildings and both the common and shared parts of houses in multiple occupation.