

## Regulation 16(4A) Completion Notice

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

**EREWASH & WEST  
NOTTINGHAMSHIRE  
BUILDING CONSULTANCY**

**RESOURCES DIRECTORATE**  
Town Hall, Ilkeston  
Derbyshire, DE7 5RP

[buildingcontrol@erewash.gov.uk](mailto:buildingcontrol@erewash.gov.uk)

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 (incl postcode)

### 2 Applicant details (Property, Building or Land Owner)

Title

First Name

Last Name

Company Name (If Applicable)

Address (incl 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

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

Title

First Name

Last Name

Company Name (If Applicable)

Address (incl postcode)

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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

## 4 Principal (or Sole) Contractor Details

Title  First Name  Last Name

Company Name (If Applicable)

Address (incl 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

## 5 Principal (or Sole) Designer Details

Title  First Name  Last Name

Company Name (If Applicable)

Address (incl 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

This form should be completed and returned to Building Control within 5 days of completion of work on site. [buildingcontrol@erewash.gov.uk](mailto:buildingcontrol@erewash.gov.uk)