



# Notice of Completion Form

From 1 October 2023, all projects which are subject to [Regulation 12](#) of the Building Regulations 2010 (as amended) shall, not more than five days after work has been completed, give the local authority a notice which complies with [Regulation 16 paragraph \(4A\)](#). Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#). Please complete and return to us at [buildingcontrol@guildford.gov.uk](mailto:buildingcontrol@guildford.gov.uk) not more than 5 days after the works have been completed.

Location:

Description of works:

Our Reference Number:

Client name:

Client address:

Client e-mail:

Client tel no:

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

Signature of Client:

Date:

Principal Designer:

Address:

E-mail:

Tel no:

Date of appointment:

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

Signature of Principal Designer:

Date:

Principal Contractor:

Address:

E-mail:

Tel no:

Date of appointment:

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

Signature of Principal Contractor:

Date:

**Please use blank template overleaf if you need to record details of additional dutyholders.**

**Additional dutyholders if needed:**

Client name:

Client address:

Client e-mail:

Client tel no:

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

Signature of Client:

Date:

Principal Designer:

Address:

E-mail:

Tel no:

Date of appointment:

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

Signature of Principal Designer:

Date:

Principal Contractor:

Address:

E-mail:

Tel no:

Date of appointment:

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

Signature of Principal Contractor:

Date:

**Correspondence address**

Guildford Borough Council, Building Control, Millmead House, Millmead, Guildford, GU2 4BB

**Telephone: 01483 444000 Email: [buildingcontrol@guildford.gov.uk](mailto:buildingcontrol@guildford.gov.uk) [www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)**



BR 218 Issue 1



GUILDFORD  
BOROUGH



Cert. No. FS 776322  
ISO 9001

## **Privacy Statement**

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: [iro@guildford.gov.uk](mailto:iro@guildford.gov.uk))