

Building Control Access Required for Final Inspection

Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024
Section 52 of The Building Act 1984 (as amended)

To: ClientDynamicName
ContactsPrintAddress

Date: TodaysDate

Our Reference: ProjectNumber

Site Address: SiteAddressCommas

Description of Works: Proposal on AIP

RE: IMPORTANT REQUEST: Building Control Access Required for Final Inspection

Dear ClientFirstName ,

Our records show that we have had no communication from you or your builder in regards to the building works that we have inspected on site.

We are required as your appointed Registered Building Control Approver to be provided with access for our Registered Building Inspector to carry out a final inspection of the enclosed described building works when they are completed, substantially completed and/or occupied.

We must be in a position to issue our Final Certificate ***within 4 weeks for 'commercial and mixed use buildings' or 8 weeks for 'flats with common parts only and domestic dwelling houses'*** from when works are completed, substantially completed or occupied, whichever date is sooner as required under Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024.

If access arrangements are not made for us to carry out a final inspection of the completed works then we will not be able to issue you with a Final Certificate, which means that we are unable to check your works for compliance with the Building Regulations. Under Section 52 of The Building Act 1984 we would have to serve a Cancellation of Initial Notice which would result with the works reverting to the Local Authority.

Please do not ignore this important request for you to make contact with us to arrange a site inspection of the completed or substantially completed works within the next 14 days.

If there are any certificates (i.e. electrical/gas installation works/fire safety items, where applicable) that remain outstanding please ensure that you are in receipt of these when arranging the completion/final inspection.

I trust you are in agreement with the above important request so that we are able to issue the Final Certificate on satisfactory completion of your works in compliance with the Building Regulations.

Please by return provide us with some suitable dates/times that would be convenient for you to provide access for this important inspection. If you or your builder do not arrange access within 14 days then we will issue you with an urgent reminder which should not be ignored.

I look forward to your prompt response so that we can confirm a mutual date to arrange access.

Kind regards,



Pauline Mullee BSc (Hons) C.Build E MCABE IEng
Registered Building Inspector
Class 2/4 Technical Manager
Director - Mullee Associates Limited
Registered Building Control Approver

Copied by Email to:

Sara Chetcuti (Mullee Associates); PCFullName (PCCompanyName) / PDFullName (PDCompanyName)