

7 Day Notice of Contravention of Building Regulations

The Building (Registered Building Control Approvers etc.) (England) Regulations 2024,
The Building Regulations 2010 & Section 52 of The Building Act 1984

To: ContactsFullName

ContactsCompanyName, ContactsStreet, ContactsTown, ContactsCounty, ContactsPostCode
(By Email)

Date: TodaysDate

Our Reference: ProjectNumber

Site Address: SiteAddressCommas

Description of Works: Proposal

RE: Outstanding Items to be Remedied or Completed for Re-inspection (within 7 days)

Dear ClientFirstName

Following our site inspection on and our subsequent letters dated, and, our records show that our findings of the following items still remain in contravention of the Building Regulations: *(state location, item of work and Regulation of non-complying work(s) with photographs)*

Items that still remains outstanding:

- 1.
- 2.

We have not received confirmation that you have remedied the above outstanding items within the set time limits sent to you. I have therefore no alternative but to offer you with a final opportunity to remedy the outstanding items as listed above within the next 7 days of the date of this letter and to arrange a further inspection OR I will have no option only to Cancel the Initial Notice and your project will revert to the Local Authority as mentioned in my previous letter.

I must inform you that unless I hear from you to confirm that the remedied works are ready for inspection within 7 days of the date of this letter I will not be contacting you further in regards to this project and a copy of our 'Cancellation of Initial Notice: Notice of Contravention of Building Regulations' under Section 52 of The Building Act 1984, will be forwarded to you once served to the Local Authority and a copy to the Fire & Rescue Service if the Fire Safety Order 2005 applies to the building.

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)