

**Cancellation Letter to Client**

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

**For the Attention of:** ContactsDynamicName

ContactsPrintAddress

(By Email)

**Date:** TodaysDate

**Our Reference:** ProjectNumber

**Site Address:** SiteAddressCommas

**Description of Works:** Proposal

Dear ClientFirstName ,

We are writing to you as we have had no correspondence or update from you or response from our recent letters/emails dated.....

Following our recent attempt to carry out a site inspection to check completed items on site, but you confirmed they had not been completed for inspection within the set deadline. We have also had no updates of the completed items from you within the set deadline date.

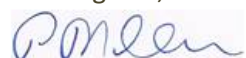
We have also emailed you requesting outstanding information during the **extension of time/deadline** period, all outstanding items were to be confirmed by you and submitted for review in advance of the deadline date of.....

Unfortunately due to the number of items that still remain outstanding, we will be unable to meet the timescales for the issue of our Final Certificate as detailed in Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024.

We are unable to serve the Final Certificate within the prescribed and agreed timescale and we have been prevented from carrying out our role as the Register Building Control Approver, we will therefore serve the Cancellation of our Initial Notice under Section 52 of The Building Act 1984 to **LocalAuthorityCompanyName** and the works will revert to the Local Authority Building Control. If the building work is being carried out to a building where the Fire Safety Order applies, then we are to issue a copy to the Fire Authority.

Please see appended schedule of items that you have not confirmed as completed and outstanding tests reports and certificates that also remain outstanding.

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)

We will be unable to meet the timescales for the issue of our Final Certificate as detailed in Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024.

Site Items & Certification/Reports for Building Regulations Compliance remain outstanding are as follows:

## ADD TABLE FOR ALL ITEMS

Site Items:

- 1.
- 2.
- 3.
- 4.
- 5.

Information outstanding on file:

- 6.
- 7.
- 8.
- 9.
- 10.

**Regulation 38: 'Fire Safety Information'** requirements have not been met, we have not received a confirmation statement in writing by the client to confirm the following:

All fire safety information handed over to the Responsible Person (defined under Article 3 of the Regulatory Reform (Fire Safety) Order 2005) and that they confirm receipt of all the fire safety information on completion or occupation, which ever date is sooner as set out under the requirements of the Building Regulations 2010.

It is to be confirmed in writing as a 'client statement' (returned by email) that all fire safety information has been received by the Responsible Person for them to carry out their duty for the following requirements:

- Understand and implement the fire safety strategy of the building.
- Operate and Maintain any fire safety system provided in the building.
- Carry out an effective fire risk assessment of the building.

**Compliance Statement(s)** where applicable **have or have not** been received.

**Mention any information received by the client within the set deadline(s) (4 weeks/8 weeks and/or Extension of Time month(s) deadline)** and conclude that due to the outstanding items, the Final Certificate cannot be issued within the set time limits as set down by the Building Regulations for Registered Building Control Approvers.

Due to the above items that remain outstanding, we are unable to issue our Final Certificate within the agreed timescales of Regulation 19 for The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 and thus will be issuing a Cancellation Notice under Section 52 of The Building Act.

A Cancellation of our Initial Notice under Regulation 20 (Cancellation of Initial Notices) OR Regulation 21 (Cancellation of Initial Notice: Notice of Contravention of Building Regulations) of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024, will be served to the Local Authority, Fire Authority and a copy sent to you.