

**Notice of Completion & Compliance Declaration**  
Part 2A Dutyholders and Competence of The Building Regulations 2010

**Client**

In accordance with Building Regulations 2010 (as amended) where work is complete, the Client must give a notice to the Registered Building Control Approver confirming:

- (a) The work described in the Initial Notice is complete, and is compliant with the applicable requirements of the Building Regulations;
- (b) In the case of a Principal Contractor (or Sole Contractor), that they fulfilled their duties as a Principal Contractor under Part 2A (dutyholders and competence) of the Building Regulations;
- (c) In the case of a Principal Designer (or Sole or Lead Designer), that they fulfilled their duties as a Principal Designer under Part 2A (dutyholders and competence) of the Building Regulations.

"Client" means any person for whom a project is carried out. "Principal Designer" means the designer appointed under regulation 11D (principal designer and principal contractor) to perform the duties of a principal designer under The Building Regulations 2010 (as amended). "Principal Contractor" means the contractor appointed under regulation 11D (principal designer and principal contractor) to perform the duties of a principal contractor under The Building Regulations 2010 (as amended).

**\*\*Please fill out this form and return by email to:**  
[pauline@mulleeassociates.co.uk](mailto:pauline@mulleeassociates.co.uk) and [sara@mulleeassociates.co.uk](mailto:sara@mulleeassociates.co.uk)

**Please Note:**

**All fields highlighted in yellow must be completed.**

**A signature is required where stated.**

**Building Control is unable to issue any Final Certificate(s) until receipt of these statements**

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**Client**

<b>Project Information:</b>	
Project Reference Number:	ProjectNumber
Site Address:	SiteAddress
Description of Works (that appears on the Initial Notice):	Proposal
<b>Client Details:</b>	
Client Name:	Click or tap here to enter text
Address if different from above site address:	Click or tap here to enter text
Telephone Number:	Click or tap here to enter text
Email:	Click or tap here to enter text
<b>Client Declaration:</b>	
<p>I declare that to the best of my knowledge that the following statements are correct:</p> <p>a) The building work described in the Initial Notice is complete.</p> <p>b) To the best of my knowledge the work complies with all the applicable requirements of the Building Regulations.</p>	
<b>Signed:</b>	
<b>Name:</b> Click or tap here to enter text	
<b>For and on behalf of:</b> Click or tap here to enter text	
<b>Date:</b> Click or tap here to enter text	