

## Outstanding Items Following Completion Inspection

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

**For the Attention of:** ContactsFullName,  
ContactsCompanyName, ContactsStreet, ContactsTown, ContactsCounty, ContactsPostCode  
**(By Email)**

**Date:** TodaysDate

**Our Reference:** ProjectNumber

**Site Address:** SiteAddressCommas

**Description of Works:** Proposal

### Outstanding Items Following Completion Inspection

Dear ClientFirstName,

We have checked all your submitted plans and details for compliance with the Building Regulations 2010 and we have also checked all our records of our site inspection reports. Under the requirements of Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 and the requirements of Section 52 of The Building Act 1984, we are required to issue the Final Certificate for your building works following completion or occupation, which ever date is sooner, within statutory time limits placed on Registered Building Control Approvers. We therefore require the following outstanding items to be submitted to us to be reviewed and works on site confirmed as completed for re-inspection within the next **3** or **7** weeks to be assessed to reach satisfactory completion, in order for us to issue you with your **Final Certificate(s)** (*delete bold as necessary*):

#### Items outstanding from site:

- 1.
- 2.

#### Items outstanding from file:

- 3.
- 4.
- 5.

#### **Compliance with Regulation 38: Fire Safety Information**

Please submit to us the Client Statement required to confirm that all fire safety information has been handed over to and received by the relevant Responsible Person (defined under Article 3 of the Fire Safety Order 2005) on completion or occupation, which ever date is sooner so that we can serve the Final Certificate under the set time limits and requirements of the Building Regulations 2010.

Once the above items are received and confirmed as satisfactory we will then issue the **Final Certificate**. Please contact me directly should you wish to discuss any of the above items or if you require any further assistance.

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)