

Request for Extension of Time

Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024

To: LocalAuthorityAddress

Date: TodaysDate

Our Reference: ProjectNumber

Your Reference: LocalAuthorityRef

Location: SiteAddressCommas

Description of works: Proposal

Dear Building Control,

With regards to the above property and our Initial Notice dated KeyDatesInitialNoticeDate

Unfortunately 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.

This is due to **(insert reasons for the delay)**, and we therefore request an extension of **(insert extension required, i.e. 1 / 3 month(s))** to the relevant time period detailed in that Regulation, and as provided for in Regulation 19(7) of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024.

The above extension of time request is also in-line with Good Practice Guidance Circular Letter from the DCLG dated 28/01/2016.

We look forward to the above extension of time request being granted within the next 10 working days. If no response is received within that time then we will consider that the request has been granted.

Please contact me should 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