

21 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

For the Attention of: 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 21 days)

Dear ClientFirstName,

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

Items that remains outstanding:

- 1.
- 2.
- 3.

Please remedy the above items that remain outstanding within 21 days of the date of this letter so that we can arrange a further inspection to check the remedied work for compliance with the Regulations. If you are experiencing difficulty in remedying these works and require further assistance, please let me know.

If you do remedy the works within 21 days of this letter please let me know so that I can arrange an inspection of the works further and no further action will be taken if the remedied works are found to be compliant with the Building Regulations.

Please contact me directly should you wish to discuss any of the above items or if you require any further information or 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)