

**Cancellation of Initial Notice:
Notice of Contravention of Building Regulations**
The Building (Registered Building Control Approvers etc.) (England) Regulations 2024
Section 52 of The Building Act 1984 (as amended)

For the Attention of: ClientFullName
ClientFullName
(By Email)

Date: TodaysDate

Our Reference: ProjectID

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.....and since our last site inspection date **LastCompletedInspectionDate** where contraventions of The Building Regulations were found.

Following our recent attempt to carry out a site inspection to check if the contravention items have been remedied on site, we have not been provided with access are unable to confirm that the contravention work have been remedied within the set deadline date.

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

Unfortunately due to contravention of Building Regulations and that the works have not been remedied or we have not been informed the works have been remedied for re-inspection, we are unable to assess the works for compliance with the Building Regulations. Therefore we are being prevented from carrying out our role as the Registered Building Control Approver.

We will therefore serve the Cancellation of Initial Notice: Notice of Contravention of Building Regulations under Regulation 21 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 and 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

Director - Mullee Associates Limited

Registered Building Control Approver

Registered Building Inspector

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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 date from Contravention Letter(s) 1 (28 days); 2 (21 days); 3 (14 days); 4 (7 days) as all contraventions must be remedied within 3 months.