

IMPORTANT REQUEST: Building Control Access Required for Final Inspection

Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024
Section 52 of The Building Act 1984 (as amended)

For the Attention of: ClientDynamicName

ContactsPrintAddress

Date: TodaysDate

Our Reference: ProjectNumber

Site Address: SiteAddressCommas

Description of Works: Proposal

Dear ClientFirstName ,

Our records show that we have had no communication from you or your builder in regards to the building works that we have inspected on site and our previous **emails/letter(s) dated**.....

We are required as your appointed Registered Building Control Approver to be requested to carry out a final inspection of the enclosed described building works when they are completed, substantially completed and/or occupied, which ever date is sooner and within prescribed timescales so that we can issue our Final Certificate within **4 weeks/8 weeks** of the completed works and/or when occupied.

If access arrangements are not made for us to carry out a final inspection of the completed works then we are unable to issue you with a Final Certificate under the requirements of Regulation 19 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024. We would therefore have to serve a Cancellation our Initial Notice under Section 52 of The Building Act 1984, which would result in the works reverting to the Local Authority.

Please do not ignore this important request for you to make contact with us to arrange a site inspection of the completed or substantially completed works within the next 14 days. If there are any certificates and/or reports (i.e. electrical/gas installation works/fire safety items, where applicable) that remain outstanding please ensure that you are in receipt of these when arranging the completion/final inspection.

I trust you are in agreement with the above important request so that we are able to issue the Final Certificate on satisfactory completion of your works in compliance with the Building Regulations.

Please by return provide us with some suitable dates/times that would be convenient for you within the next 14 days to provide access for this important inspection. I look forward to your prompt response so that we can confirm a mutual date to arrange access.

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); PCFullName (PCCompanyName) / PDFullName (PDCompanyName)