



Completion

User Guide Information

Important Information

Under the requirements of the Building Regulations the person carrying out building work is required to notify the Council at completion of the work.

Following the final inspection, we will issue a Completion Certificate for the works carried out under the Building Regulations. By ensuring all the inspections are carried out you will be assured that the works as far as can be ascertained meet the requirements of the Building Regulations. The certificate will also be useful to you in dealing with transactions associated with building work and if ever the property is sold.

In addition to the usual commissioning and pre-completion information a **Notice of Completion** must be provided to Building Control not more than 5 days after the work has been completed.

Each Dutyholder must provide a compliance statement for their responsible work.

- Client Declaration of Compliance
- Principal Designer Declaration of Compliance
- Principal Contractor Declaration of Compliance

Please fill in and return the Notice of Completion as soon as possible.

Please be aware that the Completion Certificate cannot be issued unless:

- all the necessary inspections have been carried out and found to be satisfactory
- the Notice of Completion has been filled in and returned
- all pre-completion information and commissioning certificates requested have been provided.