

## MK Building Control

Civic, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

E-Mail: [building.control@milton-keynes.gov.uk](mailto:building.control@milton-keynes.gov.uk)

Telephone: 01908 252721

Website: [www.buildingcontrolmk.com](http://www.buildingcontrolmk.com)

## Notice of Completion by a person carrying out building work (England)

Building Regulations 2010 (as amended).

A person who is required by [Regulation 12](#) to give a building notice or an application for building control approval with full plans for carrying out building work shall, not more than five days after that work has been completed, give the local authority a notice which complies with [Regulation 16 paragraph \(4A\)](#) as set out below. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

The building work referred to in our building notice <input type="checkbox"/> / application of building control <input type="checkbox"/> approval with full plans* is complete (notice/application form attached to this notice).	
*Place tick in the appropriate box.	
<b>Building Control Reference number</b>	
<b>Site Address</b>	
<b>Name of the client</b>	
<b>Address of the client</b>	
<b>Telephone number of the client</b>	
<b>Email address of the client (if available)</b>	
I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations	
<b>Signature of client</b>	I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.
<b>Date</b>	

<b>Name of principal contractor (or sole contractor)</b>	
<b>Address of principal contractor (or sole contractor)</b>	
<b>Telephone number of the principal contractor (or sole contractor)</b>	
<b>Email address of the principal contractor (or sole contractor)</b>	
<b>Date of appointment</b>	

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I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under [Part 2A \(dutyholders and competence\) of these Regulations](#).

**Signature of principal contractor (or sole contractor)**

I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

**Date****\*\*Name of principal contractor (or sole contractor)****Address of principal contractor (or sole contractor)****Telephone number of the principal contractor (or sole contractor)****Email address of the principal contractor (or sole contractor)****Date of appointment**

I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under [Part 2A \(dutyholders and competence\) of these Regulations](#).

**Signature of principal contractor (or sole contractor)**

I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

**Date****Name of principal designer (or sole designer)****Address of principal designer (or sole designer)****Telephone number of the principal designer (or sole designer)****Email address of the principal designer (or sole designer)****Date of appointment**

I confirm that I have fulfilled my duties as a principal designer (or sole designer) under [Part 2A \(dutyholders and competence\) of these Regulations](#).

**Signature of principal designer (or sole designer)**

I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

**Date**

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<b>**Name of principal designer (or sole designer)</b>	
<b>Address of principal designer (or sole designer)</b>	
<b>Telephone number of the principal designer (or sole designer)</b>	
<b>Email address of the principal designer (or sole designer)</b>	
<b>Date of appointment</b>	
I confirm that I have fulfilled my duties as a principal designer (or sole designer) under <a href="#">Part 2A (dutyholders and competence) of these Regulations</a> .	
<b>Signature of principal designer (or sole designer)</b>	I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.
<b>Date</b>	
<b>**If more than one dutyholder appointment is made, details and confirmation is required by each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) appointed by the client. Add additional contacts and statements as required.</b>	

**Instructions:** We recommend you download and fill out the form in [Acrobat Reader](#). Complete all fields, and Save the form on your device, and [email us](#) all necessary documents. If using a web browser to fill out the form, complete all fields, Save the form on your device, and [email us](#) all necessary documents. To open embedded links and avoid losing changes, hold down Ctrl+Shift (MacOS is command ⌘) and click on link to open in new tab.