Basingstoke and Deane Borough Council
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Basingstoke, Hampshire RG21 4AH
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Notice Of Completion

This notice must be sent to Building Control within 5 days of completion of works on site.

Application Ref:	
Site Address:	

Section A – Client Details	
Full Name:	
Address:	
Tel No:	
Email:	

Declaration:

I can confirm that as the applicant of the above-mentioned Building Control application, I am satisfied that to the best of my knowledge the works have been carried out are complete and meet the requirements of the applicable Building Regulations at this time.

Signed:	
Name Printed:	
Date:	

Section B – Principal or Sole Contractor	
Full Name:	
Address:	
Tel No:	

Email:	
Date appointed on project:	
Job Title:	

Declaration:

I can confirm that as the principal (or sole or lead) contractor of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A of The Building Regulations (duty holders and competence) of these regulations.

Signed:	
Name Printed:	
Date:	

Section B – Principal or Sole Designer	
Full Name:	
Address:	
Tel No:	
Email:	
Date appointed on project:	
Job Title:	

Declaration:

I can confirm that as the principal (or sole or lead) designer of the above-mentioned Building Control application, I have fulfilled my duty under Part 2A The Building Regulations (duty holders and competence) of these regulations .

Signed:	
Name Printed:	
Date:	

A completion certificate cannot be issued until we have received this statement, signed by all parties involved.

Please return this notice by email to building.control@basingstoke.gov.uk or by post to Building Control Department, Deanes Building, Basingstoke and Deane Borough Council, London Road Basingstoke RG21 4AH.

Privacy Notice

Basingstoke and Deane Borough Council is the Data Controller for the personal information provided on this form. We use your information to carry out our Building Control functions and meet our legal obligations. We process your data under Article 6(1)(c) (Legal Obligation) and Article 6(1)(e) (Public Task) of the UK GDPR.

Your information may be shared with relevant Council services and government bodies where required by law. Records are retained in accordance with the Council's Building Control retention schedule and then securely disposed of.

For details of your data protection rights and how we use your information, visit www.basingstoke.gov.uk/privacystatement or contact the Data Protection Officer at dpo@basingstoke.gov.uk. You also have the right to complain to the Information Commissioner's Office (ICO).