

A person who is required by Regulation 12 to give an application for building control approval for carrying out building work shall, not more than **five days** after that work has been completed, give a notice which complies with Regulation 16 paragraph (4A) as set out below. Requirements for duty-holders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended). **All parts** of this Form must be completed by all parties fully or we can not issue a Final Certificate. The reference to the Client means the person having the work carried out, normally, the property owner(s). Refer to the **Building Safety Regulator's** website and the regulations for further guidance. We will normally issue this Form in our Engagement of Service (EOS) pack so you have early notice of its requirements before completion.

## 1. Project Details

BCP Reference	Client Name	
Work Description		
Site Address		
City or Town	County	Post Code

## 2. Clients Declaration

I confirm the building work referred to in our Initial Notice is complete. I confirm that to the best of my knowledge the work complies with all applicable requirements of the Building Regulations.

Name		
Address		
City or Town	County	Post Code
Phone		
Email		
I am a GDPR Data subject, by ticking the box, I agree and accept BCP's Data Policy in using, processing, storing and transferring my data. <input type="checkbox"/>		
Signature .....		Date .....

## 3. Principal Contractor (or sole contractor) Declaration

I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (duty-holders and competence) of these Regulations.

Name		
Address		
City or Town	County	Post Code
Phone	Date of appointment	
Email		
I am a GDPR Data subject, by ticking the box, I agree and accept BCP's Data Policy in using, processing, storing and transferring my data. <input type="checkbox"/>		
Signature .....		Date .....

#### 4. Principal Designer (or sole designer or lead designer) Declaration

I confirm that I have fulfilled my duties as a principal designer (or sole designer or lead designer) under Part 2A (duty-holders and competence) of these Regulations.

Name		
Address		
City or Town	County	Post Code
Phone	Date of Appointment	
Email		
I am a GDPR Data subject, by ticking the box, I agree and accept BCP's Data Policy in using, processing, storing and transferring my data. <input type="checkbox"/>		
Signature .....		Date .....

#### 5. Regulation 38 Declaration - Fire Authority Continuing Powers

I confirm that as the person carrying out the work, I where applicable have passed all pertinent fire safety information to the responsible person as required by Regulation 38 of the Building Regulations such that they may adequately and reasonably fulfil their ongoing obligation under the Regulatory Reform (Fire Safety) Order. This part is relevant to work where a Fire Authority consultation was required as part of your application.

Name		
Address		
City or Town	County	Post Code
Phone	Date of Appointment	
Email		
I am a GDPR Data subject, by ticking the box, I agree and accept BCP's Data Policy in using, processing, storing and transferring my data. <input type="checkbox"/>		
Signature .....		Date .....

#### 6. Guidance Notes

1. If more than one duty-holder 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. Each additional duty holder should complete the relevant section of a form giving the required details and statement.
2. Completion of this form by each party **must be in full**, it is a legal requirement before a Final Certificate can be considered. There are penalties if this is done outside the **5 days from completed works**, as provided within the legislation.
3. The Building Safety Regulator's website provides further general guidance and advise further what may happen if the form is late, incomplete, not provided at any time or a person(s) or organisation refuses to complete a section when they have a duty to do so.
4. GDPR applies when any data is related to a Data Subject, generally the personal data of a identifiable private person, not therefore, an organisation. The acceptance of the GDPR and our Data Usage Policy (DUP) may already have been granted to us previously within the Building Control process. However, if you feel this may not be the case you should provide a clear statement of acceptance and your agreement of GDPR and our DUP in the signature box.
5. This form may be downloaded from our website, completed and uploaded from the Contact Form page.
6. BCP as a Building Control Approver (BCA) or its Registered Building Inspectors (RBI) can not enter into design advice or the explanation of regulations. These are matters are for design professionals and contractors, there is significant advise and discussion of the regulations on the web, please take some time to acquaint yourself with this information.
7. BCP's, Terms and Conditions apply to all communications, actions and processes and are available on our website.
8. The form maybe in the singular or plural, the alternate applies. Any reference to gender shall mean all gender. Referenced documents and terms are on our [website](#) or the **Building Safety Regulator's** website and within the regulations. It is your responsibility to be aware and have an understanding of the regulations and how they may apply to you.
9. Regulation 38 Declaration does not apply to domestic work, please refer to our website for more details.