

Building Regulations Notice of Completion

The Building Act 1984, The Building Safety Act 2022,
The Building Regulations 2010 (as amended).



A person who is required by Regulation 12 to submit a Building Regulations application 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.

1 Client

Name	
Address	
Phone	
Email	

The building work referred to in our Building Notice / Full Plans application is now complete and I confirm to the best of my knowledge the work complies with all applicable requirements of the Building Regulations. I confirm that I have received relevant fire safety information from the contractor under Regulation 38 (not applicable to works to dwellinghouses).

Signature of client	
Date	

2 Principal contractor details

Name	
Address	
Phone	
Email	
Date of appointment	

I confirm that I have fulfilled my duties as a principal designer (or sole designer) under [Part 2A \(duty holders and competence\)](#) of the Building Regulations 2010 (as amended). I confirm that I have passed all relevant fire safety information to the relevant person/client under Regulation 38 (not applicable to works to dwellinghouses).

Signature of principal contractor	
Date	

3 Principal/Lead designer details

Name	
Address	
Phone	
Email	
Date of appointment	

I confirm that I have fulfilled my duties as a principal designer (or sole designer) under [Part 2A \(duty holders and competence\)](#) of the Building Regulations 2010 (as amended).

Signature of Principal/Lead designer	
Date	

4 Site details

Site address	
Building Control case number	

5 Contacts

Address Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4AT

Email buildingcontrol@warwickdc.gov.uk

Phone General enquiries 01926 456551
Admin enquiries 01926 456517

Officers

Kerry Fowler	N/A	Principal Building Control Surveyor	07718 971254
Phil Rook	N/A	Head of Building Control	N/A
Tom Scanlon	N/A	Principal Building Control Surveyor	07788 498914
Ash Ali	Rugby Borough	Building Control Surveyor	07986 876210
Kritesh Solanki	Rugby Borough	Senior Building Control Surveyor	07747 624152
Mark Stead	Rugby Borough	Senior Building Control Surveyor	07986 876208
Ryan Moore	Rugby Borough	Senior Building Control Surveyor	07718 971251
David Thorp	Warwick District	Senior Building Control Surveyor	07776 348985
Geoff Gibbs	Warwick District	Senior Building Control Surveyor	07986 876205
Kazim Dattoo	Warwick District	Assistant Building Control Surveyor	07747 624154
Sam Gowing	Warwick District	Assistant Building Control Surveyor	07580 821147
Tim Ward	Warwick District	Building Control Surveyor	07718 971253

