



Leicestershire Building Control Partnership  
Blaby District Council  
Council Offices  
Desford Road  
Narborough  
Leicestershire  
LE19 2EP  
[www.lbc.co.uk](http://www.lbc.co.uk)

**BUILDING CONTROL  
REGULATION 16 (4A)  
COMPLETION NOTICE**

The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010 as amended

Tel: 0116 272 7533 Email: [building.control@blaby.gov.uk](mailto:building.control@blaby.gov.uk)

**A person who is required by Regulation 12 to give 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).**

**1**

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**Details of the application**

Application Reference: .....

Address: .....

Postcode: .....

**2**

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**Applicant details**

Full name: .....

Address: .....

Postcode: ..... Tel: ..... Email: .....

**Declaration of the applicant**  
I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

**Signature of the applicant:**

.....

**3**

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**Client details (where different from the applicant)**

Full name: .....

Address: .....

Postcode: ..... Tel: ..... Email: .....

**Declaration of the client**  
I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

**Signature of the client:**

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**Principal (or Sole) Contractor Details**

Name: .....

Company: .....

Address: .....

Postcode: ..... Tel: ..... Email: .....

**Declaration of the principal contractor**

I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

**Signature of the principal contractor:**

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**Principal (or Sole) Designer Details**

Name: .....

Company: .....

Address: .....

Postcode: ..... Tel: ..... Email: .....

**Declaration of the principal designer**

I confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

**Signature of the principal designer:**

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**This form should be completed and returned to Building Control within 5 days of completion of work on site.**

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