

COMPLETION CERTIFICATE FOR THE CUSTOMER

CERTIFICATE — ONE COPY EACH

The builder and the customer record the work complete — snags, certificates handed over, final price

KD-TA-CC-003 Rev A0

Complete at the end of a job for a homeowner, walk the work with the customer, and each keep a signed copy. It records the date of the walk-round, what is still to do and by when, the certificates and documents handed over, the guarantee given and the final price agreed. It is not a waiver: section 6 says so on the page. The snagging list is KD-QA-CO-004; the workmanship guarantee is KD-TA-WG-004. Commercial practical completion and handover sit in the KD-HO family (KD-HO-PC-001 inspection, KD-HO-WR-010 warranty and certificate register). Building control works differently in Scotland and Northern Ireland: record whatever completion document your building control body issues.

1 THE JOB

BUILDER (BUSINESS NAME)	BUILDER ADDRESS AND PHONE	JOB / QUOTATION REF
CUSTOMER NAME(S)	PROPERTY ADDRESS	
THE WORK		
STARTED ON	FINISHED ON	WALKED ROUND TOGETHER ON
PRESENT		

2 SNAGS — WHAT IS STILL TO DO

☐ No snags listed on the walk-round	☐ Snags outstanding — listed below or on the snagging list referenced		
SNAGGING LIST REF	ALL SNAGS TO BE DONE BY	ACCESS ARRANGED	
SNAG — WHAT AND WHERE	AGREED DATE	DONE ON	CUSTOMER INITIALS

3 CERTIFICATES AND DOCUMENTS HANDED OVER

Tick each document handed over and enter its reference, or write "n.a." with the reason, or "to follow" with the date. A completion certificate from the local authority is evidence, but not conclusive evidence, that the requirements it names were met (Building Regulations 2010 reg 17). A competent person scheme certificate is also evidence, but not conclusive evidence: the installer gives the occupier a copy, and the building control authority is given notice of it, within 30 days of completion (reg 20).

BUILDING CONTROL COMPLETION CERTIFICATE — OR APPROVER'S CERTIFICATE	REFERENCE / DATE	HANDED OVER?
COMPETENT PERSON SCHEME CERTIFICATE	REFERENCE / DATE	HANDED OVER?
ELECTRICAL INSTALLATION CERTIFICATE OR MINOR WORKS CERTIFICATE	REFERENCE / DATE	HANDED OVER?
GAS WORK — GAS SAFE ENGINEER'S CERTIFICATE	REFERENCE / DATE	HANDED OVER?
PRODUCT GUARANTEES, REGISTRATION AND MANUALS	REFERENCE / DATE	HANDED OVER?
WORKMANSHIP GUARANTEE (KD-TA-WG-004)	REFERENCE / DATE	HANDED OVER?
OTHER DOCUMENTS	REFERENCE / DATE	HANDED OVER?

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4 KEYS, ACCESS AND THE PROPERTY

- | | |
|---|--|
| ☐ Keys, fobs and access codes returned to the customer | ☐ Site left clean; waste removed; skips collected |
| ☐ Customer told to change any code the builder knew | ☐ Customer shown how to use and look after what was installed |

NOTES

5 FINAL PRICE

FINAL PRICE

£ INCL. VAT

Contract price (the total price accepted)

Agreed changes — add or deduct

Provisional sums — actual cost less the allowance, add or deduct

FINAL PRICE

Paid to date

Held back by agreement until the snags are done (if any)

Balance now due

FINAL INVOICE NO.

BALANCE DUE BY

HELD-BACK SUM RELEASED ON

6 WHAT SIGNING THIS CERTIFICATE MEANS

SIGNING THIS DOES NOT TAKE AWAY ANY OF THE CUSTOMER'S RIGHTS

Signing records the date of the walk-round and what was listed. It does not mean the customer accepts any defect, whether it could be seen on the day or is found later, and it does not settle any claim about defects, delay or the goods supplied. It does not take away or limit any right the law gives a consumer. The law requires the work to be carried out with reasonable care and skill, and any goods or materials supplied must be of satisfactory quality, fit for purpose and as described, and correctly installed (Consumer Rights Act 2015 ss.9 to 11, 15 and 49). If the work is not done with reasonable care and skill, the customer can ask for it to be put right at no cost; if that is not possible or is not done within a reasonable time, a price reduction; and other remedies such as damages remain (ss.54 to 56). Faulty goods have their own remedies against the business that supplied them (s.19). No term can take away or limit the customer's rights about goods (s.31) or take away the customer's rights about the work; a term that limits the customer's rights about the work does not bind the customer if it would stop the customer getting back what the customer paid, or if it is unfair (s.57). For a business customer, signing gives up no right under the contract. A workmanship guarantee adds to these rights; it does not replace them.

7 SIGNATURES

The builder confirms the work described is finished, apart from the snags listed, and that the documents ticked have been handed over. The customer confirms the walk-round took place on the date stated, and that the figures in section 5 are agreed as the final price, without affecting any claim about defects.

For the builder:

PRINTED NAME

POSITION

SIGNATURE

DATE

Customer:

PRINTED NAME

POSITION

SIGNATURE

DATE

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.