

COMPLETION NOTICE AND CLIENT STATEMENT

PART 2A — NOTICE

The completion notice and client statement — local authority route (reg 16) or approver route (reg 18)

KD-BR-CO-003 Rev A0

This is the Building Regulations dutyholder regime — Part 2A of the Building Regulations 2010, about the building work meeting the building regulations. It is separate from CDM 2015, which is about health and safety: the CDM 2015 end-of-project handover is the health and safety file, KD-CDM-HF-004. Written for building work in England that is not higher-risk building work: higher-risk building work follows its own procedure under the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 — use the KD-BSA family (KD-BSA-CC-001 to KD-BSA-CL-008) for it. In Wales, Part 2B of the Building Regulations 2010 (in force from 1 July 2026) sets a parallel regime with its own version of reg 16; Scotland and Northern Ireland have their own building regulations. For higher-risk building work a completion certificate application goes to the regulator instead (reg 40 of those 2023 Regulations; KD-BSA-G3-007 and KD-BSA-CL-008).

Local authority route — Building Regulations 2010 reg 16(4): a person carrying out building work gives the relevant authority, not more than five days after the work is completed, a notice that complies with reg 16(4A). A "day" excludes Saturdays, Sundays, bank holidays and public holidays, and the relevant authority is the local authority for the area, or the regulator where the regulator is the building control authority for the work (reg 2). Reg 16(4) applies only to a person required by reg 12 to give a building notice or an application for building control approval with full plans (reg 16(8)), so work that reg 12(6) exempts from both is outside it. Approver route — where building work described in an initial notice is completed, the client gives the approver a notice with the same particulars (sections 2 to 6 here) and, if a principal contractor's or principal designer's statement cannot be included, the client gives the reasons; no number of days is set (Building (Registered Building Control Approvers etc.) (England) Regulations 2024 reg 18). If your building control body has its own completion form or portal, use it: this document gathers the particulars and signed statements reg 16(4A) and reg 18 require the notice to include.

CHECK BEFORE YOU SIGN OR GIVE THIS

The regulations' own wording and time limits govern. Check the current text of the Building Regulations 2010 at legislation.gov.uk before you sign or give this, and take advice where money or liability is at stake. A signature records what the signer confirms; it does not decide whether the work meets the building regulations.

1 THE BUILDING WORK AND THE NOTICE

Local authority route (full plans application or building notice): the person carrying out the building work gives this notice to the relevant authority not more than five days after completion (reg 16(4))

Approver route (initial notice): the client gives this notice to the approver when the work is completed (reg 18)

LOCATION OF THE BUILDING WORK	BUILDING CONTROL REFERENCE	RELEVANT AUTHORITY OR APPROVER	
DESCRIPTION OF THE BUILDING WORK	WORK COMPLETED ON	NOTICE DUE BY	NOTICE GIVEN ON

2 THE CLIENT — REG 16(4A)(A) OR REG 18(A)

CLIENT	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)

3 PRINCIPAL CONTRACTOR AND PRINCIPAL DESIGNER — REG 16(4A)(B) OR REG 18(B)

The name, address, telephone number and (if available) email address of the principal contractor (or sole contractor) and the principal designer (or sole or lead designer). List the current holders first — they are the particulars this paragraph asks for. Add a former holder below them only to track its statement: reg 16(4A)(e) needs one from each.

ROLE	NAME	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)

4 STATEMENT THAT THE BUILDING WORK IS COMPLETE — REG 16(4A)(C) OR REG 18(C)

The building work described in section 1 is complete.

Given by the person carrying out the building work (local authority route) or by the client (approver route):

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

5 THE CLIENT'S STATEMENT — REG 16(4A)(D) OR REG 18(D)

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

On both routes this statement must be signed by the client (reg 16(4A)(d); reg 18(d)). Before signing, ask the principal contractor and principal designer for the evidence behind it — test and commissioning records, completion certificates and handover information; the handover evidence checklist is KD-QA-CO-006.

Signed by the client:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

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6 PRINCIPAL CONTRACTOR AND PRINCIPAL DESIGNER STATEMENTS — REG 16(4A)(E) AND (4B) OR REG 18(E)

The notice includes a statement from each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) for the work, signed by the person it relates to, giving its contact details, the dates of its appointment and confirmation that it fulfilled its Part 2A duties (reg 16(4A)(e); reg 18(e)) — use KD-BR-DS-004. If a statement cannot be included for any reason, a statement giving the reasons is included — by the person carrying out the building work on the local authority route (reg 16(4B)), by the client on the approver route (reg 18(e)) — KD-BR-DS-004 part C.

ROLE	NAME	APPOINTMENT DATES	INCLUDED?	IF NOT — REASONS GIVEN?

7 LEVY LIABILITY STATEMENT — FROM 1 OCTOBER 2026, ONLY WHERE IT APPLIES

From 1 October 2026 the notice must also include a levy liability statement where building safety levy information was required with the building control application or an updated application: on the local authority route, with the full plans application under reg 14(1)(g) or (h) (reg 16(4A)(f) and (5B)); on the approver route, with the initial notice (reg 18(1)(f) and (2) of the approver regulations, as amended from that date). The levy provisions do not apply to a building control application made before 1 October 2026. The statement is signed by the named client and says either that a notice of no charge has been received (approver route: given) and not cancelled, or that the levy liability amount has been paid in full.

The named client: on the local authority route, the client named in the full plans application (or, if none, the applicant) — or, if a change-of-client notice under reg 11O(2) has been given since, the new client named in the latest one (KD-BR-CH-005 route A); on the approver route, ask the approver who the named client is. On the local authority route, where the statement was required, no completion certificate is given until the collecting authority has notified its agreement with it. Check the text in force on the day you give the notice.

- ☐ Not applicable — the building control application was made before 1 October 2026, or no building safety levy information was required with it
- ☐ Statement: a notice of no charge has been received or given for the application or initial notice (or an updated application) and has not been cancelled
- ☐ Statement: the levy liability amount for the application or initial notice (or an updated application) has been paid in full

LEVY REFERENCE	SIGNED BY THE NAMED CLIENT	DATE

8 CHECKLIST — WHAT GOES WITH THE NOTICE

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|--|---------------|
| ☐ The client's name, address, telephone number and email address (if available) | reg 16(4A)(a) |
| ☐ Principal contractor (or sole contractor) and principal designer (or sole or lead designer): name, address, telephone and email (if available) | reg 16(4A)(b) |
| ☐ A statement that the building work is complete | reg 16(4A)(c) |
| ☐ The client's signed statement that, to the best of the client's knowledge, the work complies with all applicable requirements of the building regulations | reg 16(4A)(d) |
| ☐ A signed statement from each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) — KD-BR-DS-004 | reg 16(4A)(e) |
| ☐ For each statement that cannot be included: the statement of reasons — KD-BR-DS-004 part C | reg 16(4B) |
| ☐ Where it applies, from 1 October 2026: the levy liability statement signed by the named client | reg 16(4A)(f) |
| ☐ Local authority route: given not more than five days after completion | reg 16(4) |
| ☐ Approver route: the same items, given by the client to the approver on completion — the client also gives any statement of reasons | reg 18 |
| ☐ Anything else your building control body has asked for at completion — listed below; these are not reg 16(4A) particulars | |

OTHER ITEMS THE BUILDING CONTROL BODY ASKED FOR

Occupying before completion is a different notice: where a building is being erected to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply, and the building or part of it is to be occupied before completion, a notice with the reg 16(5A) particulars is given at least 5 days before occupation (reg 16(5)).

9 NOTICE GIVEN

GIVEN BY	DATE GIVEN	HOW GIVEN	ACKNOWLEDGEMENT / REFERENCE

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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	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	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.