

Compliance Declaration

In accordance with Regulation 18 of The Building (Registered Building Control Approvers etc.) (England) Regulations 2024, where work is complete, the Client must give a notice to the Building Control Approver confirming:

- (a) The work described in the Initial Notice is complete, and is compliant with the applicable requirements of the Building Regulations;
- (b) In the case of a Principal Contractor (or Sole Contractor), that they fulfilled their duties as a Principal Contractor under Part 2A (dutyholders and competence) of the Principal Regulations;
- (c) In the case of a Principal Designer (or Sole or Lead Designer), that they fulfilled their duties as a Principal Designer under Part 2A (dutyholders and competence) of the Principal Regulations.

“Client” means any person for whom a project is carried out.

“Principal Designer” means the designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations 2010 (as amended).

“Principal Contractor” means the contractor appointed under regulation 11D to perform the duties of a principal contractor under The Building Regulations 2010 (as amended).

This form is provided to assist you in discharging the above duty. Please complete and return to info@c3designapprovals.co.uk and your project surveyor. Following receipt of this form we will arrange to undertake a final inspection of the works; where we are satisfied that all relevant outstanding matters have been resolved, we will issue a Final Certificate.

Project Information	
C3 Project Reference:	
Site Address:	
Description of works given on the Initial Notice:	
Client Details	
Name:	
Address:	
Telephone Number:	
Email:	

Client Declaration

I confirm that the following statements are true and correct:

- a) The building work described in the Initial Notice is complete.
- b) To the best of my knowledge the work complies with all the applicable requirements of the building regulations.

Signed ⁽¹⁾:

Name:

For and on behalf of ⁽²⁾:

Date:

Principal Designer (or Sole Designer) Details

Name:

Address:

Telephone Number:

Email:

Dates of Appointment:

Start:

Finish:

Principal Designer (or Sole Designer) Declaration

I confirm that the following statement is true and correct:

- a) I have fulfilled my duties as a Principal Designer under Part 2A (dutyholders and competence) of The Building Regulations 2010 (as amended).

Signed ⁽¹⁾:

Name:

For and on behalf of ⁽²⁾:

Date:

Principal Contractor (or Sole Contractor) Details		
Name:		
Address:		
Telephone Number:		
Email:		
Dates of Appointment:	Start:	Finish:
Principal Contractor (or Sole Contractor) Declaration		
<p>I confirm that the following statement is true and correct:</p> <p>(1) I have fulfilled my duties as a Principal Contractor under Part 2A (dutyholders and competence) of The Building Regulations 2010 (as amended).</p> <p>Signed ⁽¹⁾:</p> <p>Name:</p> <p>For and on behalf of ⁽²⁾:</p> <p>Date:</p>		
<p>(1) Typing your name as opposed to signing your name will be considered legally binding. (2) Company/organisation name, or not applicable (n/a).</p>		

Please note, a Final Certificate cannot be given until this declaration has been made. The Initial Notice will cease to be in force if the building or part of the building is occupied or is substantially complete within the prescribed time⁽³⁾ and no Final Certificate has been given. We therefore appreciate your cooperation to return this form to us as soon as reasonably practicable.

(3) Where “occupied”, in the case of domestic projects, four weeks, and eight weeks in all other cases. All other cases where the work is “substantially complete”, eight weeks.