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| **Building Regulations.**  **Approval with Full Plans/Building Notice/**  **Reversion Application.**  **Notice of Completion.**  The Building Regulations 2010 (as amended).  **On completion, please email to** [**buildingcontrol@oxford.gov.uk**](mailto:buildingcontrol@oxford.gov.uk) | | | | | | |
| **Notice of Completion by a person carrying out building work (England)**  **Building Regulations 2010 (as amended).**  A person who is required by Regulation 12 to give a 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).  The building work referred to in our building notice / application of building control approval with full plans/Reversion Application\* is complete (application form attached to this notice). \*delete as appropriate. | | | | | | |
| **1. Building Control application reference number:** | | [Enter Building Control Application Number] | | | | |
| **2. Location of the building work:** | | [Enter address]  [Enter postcode] | | | | |
| **3. CLIENTS SECTION:** | | | | | | |
| **3a. Clients details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **3b. Client’s declaration:** | | I confirm that to the best of my knowledge the work complies with all applicable requirements of the Building Regulations. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **4. PRINCIPAL CONTRACTOR (OR SOLE CONTRACTORS) SECTION:** | | | | | | |
| **4a. Principal contractor (or sole contractor) details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **4b. Principal contractor (or sole contractor) date of appointment:** | | | [DD/MM/YYYY] | | | |
| **4c. Principal contractor (or sole contractor) declaration:** | | I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **4d. \*\* Principal contractor (or sole contractor) details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **4e. \*\* Principal contractor (or sole contractor) date of appointment:** | | | [DD/MM/YYYY] | | | |
| **4f. \*\* Principal contractor (or sole contractor) declaration:** | | I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under Part 2A (dutyholders and competence) of these Regulations. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **5. PRINCIPAL DESIGNER (OR SOLE DESIGNER) SECTION:** | | | | | | |
| **5a. Principal designer (or sole designer) details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **5b. Principal designer (or sole designer) date of appointment:** | | | [DD/MM/YYYY] | | | |
| **5c. Principal designer (or sole designer) declaration:** | | I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (dutyholders and competence) of these Regulations. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **5d. \*\* Principal designer (or sole designer) details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **5e. \*\* Principal designer (or sole designer) date of appointment:** | | | [DD/MM/YYYY] | | | |
| **5f. \*\* Principal designer (or sole designer) declaration:** | | I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A (dutyholders and competence) of these Regulations. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |

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| \*\*If more than one dutyholder appointment is made, details and confirmation is required by each principal contractor (or sole contractor) and each principal designer (or sole or lead designer) appointed by the client. Add additional contacts and statements as required. |
| **Data Protection Policy:**  We understand the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.  We are required to collect, use, and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations (including consulting with statutory bodies outside the Council) delivering services and meeting the needs of individuals that we deal with. This includes service users, members of the public, our business partners and other local authorities or public bodies. Should you have any questions about how Building Control use your data you can e-mail buildingcontrol@oxford.gov.uk  Further details of this policy can be found on our website: [Our Data Protection Policy | Our Data Protection Policy | Oxford City Council](https://www.oxford.gov.uk/info/20141/data_protection/530/our_data_protection_policy)  We are fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and are registered as a data controller with the [Information Commissioner’s Office](https://ico.org.uk/). Our registration number is **Z7925628**. |