



## Notice of Occupation by a person carrying out building work (England)

Building Regulations 2010 (as amended).

Where a building is being erected, to which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies, or will apply after the completion of the work and that building (or any part of it) is to be occupied before completion, the person who is required by [Regulation 12](#) to give an application for building control approval with full plans for carrying out building work shall, not more than five days before the building or any part of it is occupied, give the local authority a notice which complies with [Regulation 16 paragraph \(5A\)](#) as set out below. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).



Location of the building work .....

Building Regulation Application Number .....



The building work referred to in our application for building control approval with full plans is, regardless of completion of the current building work, compliant with regulation 38 and Part B of Schedule 1 in relation to those parts of the building which are to be occupied before the completion of the work. (application form attached to this notice).

Name of the client .....

Address of the client .....

Telephone number of the client .....

Email address of the client (if available)

***The date when the building or any part of it is to be occupied is .....***

Signature of client .....

Date .....

Name of principal contractor (or sole contractor) .....  
Address of principal contractor (or sole contractor) .....  
.....  
Telephone number of the principal contractor (or sole contractor) .....  
Email address of the principal contractor (or sole contractor) .....  
Date of appointment .....

***I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under [Part 2A](#) (dutyholders and competence) of these Regulations.***

Signature of principal contractor (or sole contractor) .....  
Date .....

**\*\***Name of principal contractor (or sole contractor) .....  
Address of principal contractor (or sole contractor) .....  
.....  
Telephone number of the principal contractor (or sole contractor) .....  
Email address of the principal contractor (or sole contractor) .....  
Date of appointment .....

***I confirm that I have fulfilled my duties as a principal contractor (or sole contractor) under [Part 2A](#) (dutyholders and competence) of these Regulations.***

Signature of principal contractor (or sole contractor) .....  
Date .....

Name of principal designer (or sole designer) .....  
Address of principal designer (or sole designer) .....  
.....  
Telephone number of the principal designer (or sole designer) ..  
.....  
Email address of the principal designer (or sole designer) .....  
Date of appointment .....

***I confirm that I have fulfilled my duties as a principal designer (or sole designer) under [Part 2A](#) (dutyholders and competence) of these Regulations.***

Signature of principal designer (or sole designer) .....  
Date .....

**\*\*Name of principal designer (or sole designer) .....**

**Address of principal designer (or sole designer) .....**

**Telephone number of the principal designer (or sole designer) .....**

**Email address of the principal designer (or sole designer) .....**

**Date of appointment .....**

***I confirm that I have fulfilled my duties as a principal designer (or sole designer) under Part 2A  
(dutyholders and competence) of these Regulations.***

**Signature of principal designer (or sole designer) .....**

**Date .....**

**\*\*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.**

**Please complete and return to us at [buildingcontrol@guildford.gov.uk](mailto:buildingcontrol@guildford.gov.uk) not more than 5 days after the work is regarded as commenced.**

