



Derbyshire Building Control Partnership

Dunston Innovation Centre, Dunston Road,
Chesterfield, S41 8NG

E: info@dbcp.co.uk

T: 0333 880 2000

W: dbcp.co.uk

FORM 3 - NOTICE OF COMPLETION BY A PERSON CARRYING OUT BUILDING WORK (England)

The Building Act 1984, The Building Safety Act 2022, The 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 \(as amended\)](#).

APPLICATION DETAILS

BUILDING REGULATION REFERENCE NO:

PROPOSAL:

SITE ADDRESS:

PLOT NUMBER(S): IF APPLICABLE

CLIENT DETAILS

COMPANY NAME (If Applicable):

CONTACT NAME:

ADDRESS:

POSTCODE:

EMAIL:

MOBILE:

LANDLINE:

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

CLIENT SIGNATURE:

DATE:

PRINCIPAL/SOLE CONTRACTOR DETAILS**

COMPANY NAME (If Applicable):

CONTACT NAME:

ADDRESS:

POSTCODE:

EMAIL:

MOBILE:

LANDLINE:

DATE OF APPOINTMENT:

I confirm that I have fulfilled my duties as a Principal/Sole Contractor under [Part 2A \(dutyholders and competence\) of these Regulations](#).

PRINCIPAL/SOLE CONTRACTOR SIGNATURE:

DATE:



Chesterfield Borough Council has been delegated under Section 101(1)(b) Local Government Act 1972 with the power to issue all relevant notices and certificates on behalf of all the Local Authorities that have entered into agreements with Chesterfield Borough Council through DBCP (Derbyshire Building Control Partnership).

Registration Number: 09928569, Cumberland Court, 80 Mount Street, Nottingham, NG1 6HH



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PRINCIPAL/SOLE DESIGNER**

COMPANY NAME (If Applicable):

CONTACT NAME:

ADDRESS:

POSTCODE:

EMAIL:

MOBILE:

LANDLINE:

DATE OF APPOINTMENT:

***I confirm that I have fulfilled my duties as a Principal/Sole Designer under
Part 2A (dutyholders and competence) of these Regulations.***

PRINCIPAL/SOLE DESIGNER SIGNATURE:

DATE:

**** If more than one Dutyholder appointment is made, details and confirmation is required by each Principal/Sole Contractor and each Principal/Sole Designer appointed by the Client. Please add additional contacts and statements as required on a separate sheet.**

**Please note that without all the above information being completed, signed and returned within 5 days of completion of work, a completion certificate cannot be issued and your file will be archived and you may incur a
Charge for retrieval of this file.**

**Please complete and email this form to web@dbcp.co.uk
or complete and submit this form online at DBCP.co.uk**



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PRINCIPAL DESIGNER

PRINCIPAL DESIGNER: is usually the lead designer and is appointed under Regulation 11D. (Principal designer and principal contractor) to perform the duties of a Principal Designer.

You must:

- Perform all the functions listed within the Designer roll below, and, In addition, you must:
- Plan, Manage and Monitor the design work during the design phase.
- Coordinate all matters relating to design work to ensure that it will comply with the Building Regulations if building work is carried out.
- Ensure duty holder cooperation.
- Ensure all designers coordinate their designs so that building work will be carried out following the designs and will comply with the Building Regulations.
- Ensure all designers comply with their duties.
- Liaise with the Principal Contractor.
- Have regard to comments from the Principal Contractor about compliance with the Building Regulations.
- Assist the Client in providing information to designers.
- Review the arrangements of any previous Principal Designer.
- Notify Building Control in writing, where applicable, that the work is being carried out on behalf of a Domestic Client.
- Where applicable, sign the declarations as referred to above in the Client's duties when work is complete.

DESIGNER

DESIGNER: means anyone (including the Client, contractor, or anyone else) who, during their business, carries out design work or arranges for or instructs anyone under their control to do so.

You must:

- Plan, manage and monitor design work so that if the building work were carried out, it would comply with the Building Regulations.
- Cooperate with the Client, designers, and contractors to the extent that if the building work were carried out, it would comply with the Building Regulations.
- Not start any design work unless you are satisfied that the Client is aware of the duties owed by the Client.
- Carry out design to ensure that if building work were carried out, the design it would comply with the Building Regulations.
- Provide sufficient information about the building's design, construction, and maintenance to allow the Client, other designers, and contractors to comply with the Building Regulations.
- Consider any other design work and report any compliance concerns relating to the design compliance to the Principal Designers and Client.
- Must advise the Principal Designer or the Client whether any work they are designing is Higher-Risk building work.



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PRINCIPAL CONTRACTOR

PRINCIPAL CONTRACTOR: is usually the main contractor and is appointed under Regulation 11D. (Principal designer and principal contractor) to perform the duties of a Principal Contractor where there is more than one contractor.

You must:

- Plan, Manage and Monitor the building work during the construction phase.
- Coordinate matters relating to building work to ensure the building work complies with the Building Regulations.
- Ensure cooperation amongst all duty holders.
- Ensure all building work is coordinated so that it complies with the Building Regulations.
- Ensure contractors comply with their duties.
- Liaise with the Principal Designer as required.
- Have regard to comments from the Principal Designer concerning compliance with the Building Regulations.
- Assist the Client in providing information to contractors.
- Review the arrangements of any previous Principal Contractor.
- Notify Building Control in writing, where applicable, that the work is being carried out on behalf of a Domestic Client
- Sign the declarations as referred to above in the Client's duties when work is complete.

CONTRACTOR

CONTRACTOR: is any person (including the Client, but not a domestic client) who, in the course of a business, carries out, manages or controls any building work.

You must:

- Plan, manage and monitor the building work so as to comply with the Building Regulations.
- Cooperate with the Client, designers, and contractors to the extent necessary to ensure that it would comply with the Building Regulations.
- Not start any building work unless they are satisfied that the Client is aware of the duties owed by their duties.
- Ensure the building work they are carrying out complies with the Building Regulations.
- Provide each worker under their control with appropriate supervision, information, and instruction to ensure the building work complies with the Building Regulations.
- Provide sufficient information about the work to allow the Client, other designers, and contractors to comply with the Building Regulations.
- Consider other building works when you are only carrying out part of the building work and report any concerns relating to compliance to the Principal Contractor.
- Provide advice to the Principal Contractor or the Client on whether any work is Higher-Risk building work.



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