



COMPLETION CERTIFICATES AND REQUESTS FOR INSPECTIONS



The Building Regulations 2000 provide for the issue, by local authorities, of Completion Certificates where work has been carried out and completed under the Building Regulations, and the local authority are satisfied, after taking all reasonable steps, that the relevant requirements of the Building Regulations have been complied with.

Requests for Completion Certificates are continuing to increase and, as an owner/agent/contractor, you have an important part to play in the process. It is likely that it will be you/your clients/customers who are seeking a Completion Certificate when the work is complete. To assist and improve the service the Council provides, it may be helpful to understand the obligations you have.

To ensure that the Council can give consideration to the provision of a Completion Certificate, notice of **ALL** of the relevant stages of work applicable to the job must be given, i.e;

1. Commencement of work on site.
2. Excavation for foundations (before the concrete is laid).
3. Foundation concrete (before concrete is covered over).
4. DPC (before concrete is covered over).
5. Oversite material, including DPM (before concrete is laid over the site).
6. Inspection of drain or sewer (before they are covered over).
7. Testing of drain or sewer (after they are backfilled).
8. Occupation of the building.
9. Completion of the building work.

In addition to the above, it is recommended that notice is also given that the soil/vent/waste pipes are ready for test, and notice of any steelwork, including reinforcement, before it is covered over.

Requests for inspections can be made by telephone (giving one day's notice in most cases) except for commencement and completion, which should be in writing. **Please telephone 01395 517482.**

A completion certificate will only be issued where the relevant stages of work have been notified to the Council, and the work has been inspected by a Building Control Officer and found to be satisfactory. Failure to have the work inspected will mean the Council is unable to issue a Completion Certificate.

Many requests for Completion Certificates are received several years after the work has been completed. For obvious reasons, this can lead to difficulties, especially when selling the property. The Council is unlikely to give a Completion Certificate, unless a request to do so has been received at the same time as the full plans application has been deposited.

I hope this information is helpful to you and your Company. Should you require further information on this or any other matter regarding the Building Regulations, please do not hesitate to contact any member of the Building Control section.

IF IN DOUBT, PLEASE ASK

Building Control Section Telephone (01395) 517482 Fax (01395) 517551