



For Official Use Only:	
Reference No.	
Date of Receipt	
Fee Paid	Date of Receipt

APPLICATION FOR CONFIRMATION OF COMPLETION

Applicant (IN BLOCK LETTERS)	Agent (if applicable)
Name	Name
Address	Address
.....
.....
Post Code Tel No.....	Post Code Tel No.....
E-mail*	E-mail*

* It is our policy to conduct correspondence by electronic means where possible. If you do provide your Email address we will assume you agree to being contacted electronically.

Address of Property to which the application relates:

.....

.....

.....

Contact Name & Telephone No. (Day) to arrange entry:

Building Warrant Reference Number (and amendments):

Dates of Building Warrant (and amendments):

Name on Warrant(s):

Declaration

I/We* Confirm that the operations at the above address have now been completed in accordance with the relevant Building Standards Regulations. The operations were carried out as laid down in the above Building Warrant and confirm with the documents endorsed in connection with the Warrant.

I/We* also enclose a Certificate showing that the electrical installation complies with the terms of the Warrant.

*delete as appropriate

I have read the notes overleaf and hereby apply for "Confirmation of Completion"

SIGNED DATED/...../.....

6. Please note that if there is no response within 3 months from date of submission or the Confirmation of Completion has not been accepted 3 months after the observation letter has been issued, the application will be refused and a new Confirmation of Completion application will require to be submitted with appropriate fee.

Any personal data that you have been asked to provide on this form will be held and processed in accordance with Data Protection Legislation. You can find out more about your rights in relation to data protection on the Council's Website.