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| **Building Regulations.**  **Full Plans and Building Notice.**  **Notice of Occupation by a person**  **carrying out building work (England).**  The Building Regulations 2010 (as amended).  **On completion, please email to** [**buildingcontrol@oxford.gov.uk**](mailto:buildingcontrol@oxford.gov.uk) | | | | | | | | | |
| **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](https://www.legislation.gov.uk/uksi/2005/1541/contents/made) 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](https://www.legislation.gov.uk/uksi/2010/2214/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)](https://www.legislation.gov.uk/uksi/2010/2214/regulation/16) as set out below. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 (as amended)](https://www.legislation.gov.uk/uksi/2010/2214/part/2A). | | | | | | | | | |
| **1. Building Control application reference number:** | | | [Enter Building Control Application Number] | | | | | | |
| **2. Location of the building work:** | | | [Enter address]  [Enter postcode] | | | | | | |
| **3. CLIENTS SECTION:** | | | | | | | | | |
| 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). | | | | | | | | | |
| **3a. Clients details:** | | | [Enter name]  [Enter address]  [Enter postcode] | | [Enter phone number]  [Enter e-mail address] | | | | |
| **3b. The date of when the building or any part of it is to be occupied:** | | | | | | | [DD/MM/YYYY] | | |
| **3c. Signature of Client:** | | [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**. |