

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL
BUILDING CONTROL DEPARTMENT

Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ
Email: building.control@merthyr.gov.uk



**Notice of Occupation by a person carrying out Commercial building work
(Wales) for non-higher-risk building work**

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 building control 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 2B 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

Email address of the client (if available)

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 2B \(dutyholders and competence\) 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 2B \(dutyholders and competence\) of these Regulations](#)

Signature of principal contractor (or sole contractor)	
Date:	

Name of principal designer (or sole	
Address of principal designer (or sole	
Telephone number of the principal designer (or sole	
Email address of the principal designer (or sole	

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

Signature of principal designer (or sole	
Date:	

**Name of principal designer (or sole	
Address of principal designer (or sole	
Telephone number of the principal designer (or sole	
Email address of the principal designer (or sole	

I confirm that I have fulfilled my duties as a principal designer (or sole designer) under [Part 2B \(dutyholders and competence\) 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.

If for any reason a person carrying out building work is unable to include a statement for any of the dutyholders, the person carrying out the building work must include a statement giving the reasons why that person's statement has not been included.