



South Holland District Council
Building Control
Council Offices
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Spalding
Lincolnshire PE11 2XE

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Website: www.sholland.gov.uk

Information required by a person applying for a regularisation certificate for building work to be provided as far as is reasonably practicable (England)

Building Regulations 2010 (as amended).

Where a local authority receives an application in accordance [Regulation 18](#), they may require the applicant to take such reasonable steps as the authority think appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.

Name of the client

Address of the client

.....

Telephone number of the client

Email address of the client (if available)

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

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 2A \(dutyholders and competence\) 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) (if available)
Date of appointment

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

Signature of principal contractor (or sole contractor)
Date



Name of principal designer (or sole designer)
Address of principal designer (or sole designer)
.....
Telephone number of the principal designer (or sole designer)
Email address of the principal designer (or sole designer)
Date of appointment

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

Signature of principal designer (or sole designer)
Date



**Name of principal designer (or sole designer)
Address of principal designer (or sole designer)
.....
Telephone number of the principal designer (or sole designer)
Email address of the principal designer (or sole designer)
Date of appointment

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

South Holland District Council is a Data Controller and can be contacted at Priory Road, Spalding, PE11 2XE (Tel: 01775 761161). The Data Protection Officer can be contacted at the same address. We are collecting your personal data as part of our Public Task in order to process your Building Regulations application as required by regulations 12(2) and 18(2) of the Building Regulations 2010 (as amended) and the Building Act 1984. Your data will be shared with third parties where consultation is required by legislation, i.e. Water Authority or Fire and Rescue Service, and it may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 15 years after the application is completed inline with our retention policy, and then will be securely destroyed.

Building Control privacy notice - South Holland District Council (sholland.gov.uk)