

## Guidance notes for Notice of Work Stage Complete

### **Introduction**

This form tells the Local Authority that a Stage of Work has been completed.

### **When to use this form**

When a Building Warrant is granted, the Local Authority issues a Construction Compliance and Notification Plan (CCNP), which identifies certain stages of the construction that they will want to inspect.

You must tell the Local Authority when each Stage of the Work has been completed, for example, when drains are laid but not covered, or when the building is complete, to allow them to inspect that work.

However, you do not need to do this if a stage of work is covered by an approved certifier of construction.

### **Electronic communication**

All correspondence will be by email. If you do not want to use email, please tell the Local Authority.

You must send all correspondence and documents relating to a Notice of Work Stage complete through the eBuildingStandards portal.

