

Sample “Letter of Substantial Completion”

The letter of substantial completion can be prepared by the “competent person” having undertaken the inspections.

It is to be addressed to the applicant – to be found on the original compliance letter/memo of assessment.

*Copies of the letter of substantial completion **must** be forwarded to*

- *Chief Building Surveyor*
- *Building Contractor*

It is also recommended that copies be forwarded to other personnel involved in the project. These could typically include

- *Owner, or occupier (includes School Principal, President of P&C etc)*
- *Client Representative (could be a Regional Manager for a Govet Agency)*
- *Project Manager, Project Architect, etc*

Date:

Ref:

Project No:

Address

Dear Sir/Madam

Project Identification

BA Ref number

LETTER OF SUBSTANTIAL COMPLETION

With reference to the above-mentioned project, please be advised that the above building work has been:

- completed in accordance with the issued Code Assessment of building works,
- all relevant inspections have been conducted and
- that the above building works have reached the status of **substantial completion** as defined in Part 9 of the Standard Building Regulation 1993

Accordingly, the above building work is certified as being suitable for use in accordance with the requirements of the Building Act 1975..

Please contact Mr; on telephone no (07) should you require further assistance in relation to this matter

Author and Title