**3.2: Non-HRB COMPLETION STATEMENT**

When you are appointed as the principal designer (or the sole or lead designer) in connection with the design of a non higher-risk building you are required to provide your client with a signed completion certificate to be submitted to the relevant building control authority by your client as part of their completion certificate application.

**principal designer – COMPLETION STATEMENT**

Date:

Project details (“the Project”):

Client:

Principal designer (or sole or lead designer) details:

 Name:

 Address:

 Telephone:

 Email:

Further to our appointment dated [date] to fulfil the principal designer duties for the Project for the period from [date] to [date], we confirm that we took all reasonable steps to fulfil our duties as a principal designer under the Dutyholder Regulations.

Signed:

For and on behalf of [insert name]

Date: