

# Commencement Notification

Active Building Control Limited (ABC) are required to be informed of the commencement date of your project, as detailed below.

You can provide the commencement date to us online using the Active Building Control (ABC) Customer Portal. Alternatively, you can return this completed document to us by email or post.

Commencement is defined as follows:

New Buildings or Extensions	All Other Work	Complex Buildings
When the foundation and ground-floor structure of the new building or extension are envisaged to be completed.	When the work described in the initial notice is 15% complete.	As defined in <a href="#">Regulation 46A</a> , when the foundations supporting the building and the structure of the lowest floor level are completed.

The person carrying out the building work must provide us with a notice confirming that the commencement stage has been reached no later than 5 days after that date. If work starts but does not reach the above commencement stage, the Initial Notice submitted to the Local Authority to register the project will automatically cease to have effect three years after its submission date.

Active Building Control (ABC) has produced guidance on dutyholder requirements, which is available here: [Dutyholder Guidance Document](#). If you are unsure about anything, please contact your Registered Building Inspector.

Project Details	
Client Name	ABC_clientcontactname
Site Address	sbe_siteaddress
OPP Reference	sbe_name
Commencement Date	