

THE LOCAL GOVERNMENT FINANCE ACT 1988 SCHEDULE 4A  
AND LOCAL GOVERNMENT FINANCE ACT 1992 SECTION 17

1(1) If it comes to the notice of a charging authority that the work remaining to be done on a new building in its area is such that the building can reasonably be expected to be completed within 3 months, the authority shall serve a notice under this paragraph on the owner of the building as soon as is reasonably practicable unless the valuation officer otherwise directs in writing

(2) If it comes to the notice of a charging authority that a new building in its area has been completed, the authority may serve a notice under this paragraph on the owner of the building unless the valuation officer directs in writing.

(3) A charging authority may withdraw a notice under this paragraph by serving on the owner of the building to which the notice relates a subsequent notice under this paragraph

(4) Where an appeal under paragraph 4 below has been brought against a notice under this paragraph, the power conferred by sub-paragraph (3) above shall only be exercisable with the consent in writing of the owner of the building to which the notice relates.

(5) The power conferred by sub-paragraph (3) above shall cease to be exercisable in relation to a notice under this paragraph once a day has been determined under this Schedule as the completion day in relation to the building to which the notice relates

(6) In this schedule 'completion notice' means a notice under this paragraph

2(1) A completion notice shall specify the building to which it relates and state the day which the authority proposes as the completion day in relation to the building

(2) Where at the time a completion notice is served it appears to the authority that the building to which the notice relates is not completed the authority shall propose as the completion day such day, not later than 3 months from and including the day on which the notice is served, as the authority considers is a day by which the building can reasonably be expected to be completed.

(3) Where at the time a completion notice is served it appears to the authority that the building to which the notice relates is completed, the authority shall propose as the completion day the day on which the notice is served

3(1) If a person on whom a completion notice is served agrees in writing with the authority by whom the notice is served that a day specified by the agreement shall be the completion day in relation to the building, that day shall be the completion day in relation to it

(2) Where such an agreement as is mentioned in sub-paragraph (1) above is made, the completion notice relating to the building shall be deemed to have been withdrawn.

4(1) A person on whom a completion notice is served may appeal to a valuation tribunal against the notice on the grounds that the building to which the notice relates has not been or, as the case may be, cannot reasonably be expected to be completed by the date stated in the notice

(2) Where a person appeals against a completion notice and the appeal is not withdrawn or dismissed, the completion day shall be such day as the tribunal shall determine

5 Where a completion notice is not withdrawn and no appeal under paragraph 4 above is brought against the notice or any appeal under that paragraph is dismissed or withdrawn, the day stated in the notice shall be the completion day in relation to the building

6(1) Without prejudice to any other mode of service, a completion notice may be served on a person:-

- (i) by sending in pre-paid registered letter, or by the recorded delivery service, address to that person at his usual or last known place of abode or, in case where an address for service has been given by that person, at that address; or
- (ii) in the case of an incorporated company or body, by delivering it to the secretary or clerk of the company or body at their registered or principal office or sending it in a prepaid registered letter or by recorded delivery service address to the secretary or clerk of the company at that office or;
- (iii) where the name or address of that person cannot be ascertained after reasonable inquiry by addressing it to him by the description of 'owner' of the building (describing it) to which the notice relates and by affixing it to some conspicuous part of the building

7(1) This paragraph applied in the case of a building to which work remains to be done which is customarily done to a building of the type in question after the building has been substantially completed

(2) It shall be assumed for the purposes of this Schedule that the building has been or can reasonably be expected to be completed at the end of each period beginning with the date of its completion apart from the work as is reasonably required for carrying out the work

8(1) Section 46A(6) of the above Act applies for the purposes of this Schedule

- (i) 'building' includes part of a building, and
- (ii) References to a new building include references to a building produced by the structural alteration of an existing building where the existing building is compromised in a hereditament which, by virtue of the alteration becomes, or becomes part of a different hereditament or different hereditaments.

(2) In this Schedule:

"completion notice" has the meaning given by paragraph 1 (6) above

“owner” in relation to a building means the person entitled to possession of a building

“references to the valuation officer, in relation to a charging authority, are references to the valuation officer for the authority”