**Notice of change of duty holder (England)**

Building Regulations 2010 (as amended)

## 1. Details of building work

Site Location: Click or tap here to enter text.

Reference Number: Click or tap here to enter text.

**2. Details of person submitting this notice**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Role/Duty of person submitting this notice: Click or tap to enter a date.

Signature of person submitting this notice: Click or tap here to enter text.

Signature Date: Click or tap to enter a date.

**Where the notice is given by someone on behalf of the client, you must ensure the following statement is completed by the client.**

I, the client/domestic client, confirm that I agree to the notice being given and the information contained in the notice is correct.

Signature of Client: Click or tap here to enter text.

Signature Date: Click or tap to enter a date.

## 2. Which duty holder do you wish to change? Select one per notice

Client / Domestic Client

Principal Designer

Principal Contractor

## 3. Previous Duty Holder Details

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Signature of previous duty holder: Click or tap here to enter text.

Signature Date: Click or tap to enter a date.

Date they ceased to be the duty holder: Click or tap to enter a date.

## 4. New Duty Holder Details

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Signature of Client: Click or tap here to enter text.

Signature Date: Click or tap to enter a date.

Date they became the new duty holder: Click or tap to enter a date.

## Guidance Notes

All available and applicable fields must be completed before submission

Where building work is proposed to be or is being carried out any time after an application for building control approval with full plans is made or a building notice is given, and a duty holder for the project changes, the client must give a notice to the local authority within 14 calendar days of the date when the person became the new duty holder. Requirements of duty holders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended).

If more than one duty holder change is made, details and confirmation is required by each principal contractor (or sole contractor) and each principal designer (or sole or lead de- signer) appointed by the client. Please append additional contacts and statements if necessary.

**Where the client is a domestic client…**

An outgoing duty holder must provide contact information (name, address, telephone and email) to the domestic client within 5 calendar days of the date their appointment ends. The domestic client must then pass this information to the new person appointed on the date of appointment of the person appointed or as soon as practicable after that date.

Where the person appointed by the domestic client is not the first person appointed, they must give a notice to the local authority with the following information within 14 calendar days beginning with the date of the appointment of the person appointed.

Where the person appointed has not received the contact information by the time this notice is given the statement signed by the person appointed below must include an explanation to that effect.