



Notification of change of duty holder

Building Regulations 2010 (as amended)

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, the client for a project changes the new client must give a notice to the local authority within 14 calendar days of the date when the person became the new client. Requirements of duty holders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

Building Regulation Application Number:
1) Location of building work:
Postcode:

2) Name of the new client:
Address of the new client:
Postcode:
Telephone number of the new client:
Email address of the new client (if available):
Date they became new client:

3) Name of the Previous client:
Address of the previous client:
Postcode:
Telephone number of the previous client:
Email address of the previous client (if available):
Date they ceased to be client:

4) Where this notice is given by someone on behalf of the new client the following statement must be confirmed by the new client.

I agree to the notice being made and that the information contained in the notice is correct.

Signature of new client:

Date:

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, the client for a project appoints a principal contractor (or sole contractor) or a principal designer (or sole or lead designer) the client must give a notice to the local authority. A principal contractor (or sole contractor) or a principal designer (or sole or lead designer) are known collectively as a person appointed. The notice must be given to the local authority within 14 calendar days beginning with the date of the appointment of the person appointed.

5) Where the client is not a domestic client, then the following information is required.

Location of the building work

Postcode:

Name of the person appointed:

Address of the person appointed:

Postcode:

Telephone number of the person appointed:

Email address of the person appointed:

Date of appointment:

6) Where the person appointed is not the first person appointed to the role the following information is required.

Name of the outgoing person appointed:

Address of the outgoing person appointed:

Postcode:

Telephone number of the outgoing person appointed:

Date the appointment ended:

7) Where this notice is given by someone on behalf of the client the following statement must be confirmed by the new client.

I agree to the notice being made and that the information contained in the notice is correct.

Signature of the client:

Date:

Where the client is a domestic client, the following information is required.

An outgoing duty holder must provide the following information 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.

- Name of the outgoing person appointed.
- Address of the outgoing person appointed.
- Telephone number of the outgoing person appointed.
- Email address of outgoing person appointed (if available)
- Date the appointment ended.
- Date.

8) 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.

Location of the building work:

Postcode:

*Name of the person appointed:

Address of the person appointed:

Postcode:

Telephone number of the person appointed:

Email address of the person appointed (if available):

Date the appointment ended:

9) Where the person appointed has not received the information in this section by the time this notice is given the statement signed by the person appointed below must include an

Name of the outgoing person appointed:

Address of the outgoing person appointed:

Telephone number of the outgoing person appointed:

Email address of the outgoing person appointed (if available):

Date the appointment ended:

10) This notice is given on behalf of the domestic client *where identified the information on the outgoing person appointed has not been received from the domestic client to date.

Signature of the person appointed:

Date

*Where the person appointed has not received the information identified in italics by the time this notice is given the above statement signed by the person appointed must include an explanation to that effect (as shown in italics in the paragraph above).

11) Where the person appointed by the domestic client is 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.

Location of the building work

Postcode:

Name of the person appointed:

Address of the person appointed:

Postcode:

Telephone number of the person appointed:

Email address of the person appointed (if available):

Date of appointment:

12) This notice is given on behalf of the domestic client.

Signature of the person appointed:

Date: