

Notification for Change of Duty holder (England)

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 and 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 \(as amended\)](#).

1	Location of site to which the work relates			
	Address:			
	Postcode:		Building Regulation Application Number:	

2	Previous Client Details					
	Title:(Mr/Mrs/Miss)		Forenames:		Surname:	
	Address:					
	Postcode:		Tel:		Email:	
	Date they ceased to be the Client:					

3	New Client Details					
	Title:(Mr/Mrs/Miss)		Forenames:		Surname:	
	Address:					
	Postcode:		Tel:		Email:	
	Date they became the New Client:					

4	Declaration				
	Where this notice is given by someone on behalf of the new client the following statement must be confirmed by the new client.				
	<i>I agree to the Notice being made and that the information contained in this Notice is correct</i>				
Signature of New Client:				Date:	

Non-Domestic Works

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

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 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. Where the appointed person is the first appointed person (not replacing an outgoing appointed person), then Section 2 does not need completing.

1	Location of site to which the work relates		
	Address:		
	Postcode:	Building Regulation Application Number:	
	Is a previously appointed person being replaced with a new appointed person? (YES/NO) If YES, complete Section 2 below.		

2	Outgoing Appointed Person Details			
	Title:(Mr/Mrs/Miss)	Forenames:	Surname:	
	Address:			
	Postcode:	Tel:	Email:	
	Duty Holder Role:			
	Date the Appointment ended:			

3	New Appointed Person Details			
	Title:(Mr/Mrs/Miss)	Forenames:	Surname:	
	Address:			
	Postcode:	Tel:	Email:	
	Duty Holder Role:			
	Date of Appointment:			

4	Declaration		
	Where this notice is given by someone on behalf of the client the following statement must be confirmed by the new client. <i>I agree to the Notice being made and that the information contained in this Notice is correct</i>		
	Signature of Client:	Date:	

Domestic Works

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.

The person appointed by the domestic client 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 appointed person is the first appointed person (not replacing an outgoing appointed person), then Section 2 does not need completing.

1	Location of site to which the work relates		
	Address:		
	Postcode:	Building Regulation Application Number:	
	Is a previously appointed person being replaced with a new appointed person? (YES/NO) If YES, complete Section 2 below.		

2	Outgoing Appointed Person Details (where applicable)			
	Note: Where the new 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 explanation to that effect.			
	Title:(Mr/Mrs/Miss)	Forenames:	Surname:	
	Address:			
	Postcode:	Tel:	Email:	
	Duty Holder Role:			
	Date the Appointment ended:			
	Statement explaining why the outgoing appointed persons details have not been provided (where applicable):			
	Signature of Appointed Person:		Date:	

3	New Appointed Person Details			
	Title:(Mr/Mrs/Miss)	Forenames:	Surname:	
	Address:			
	Postcode:	Tel:	Email:	
	Duty Holder Role:			
	Date of Appointment:			



4	Declaration		
	<i>This Notice is given on behalf of a domestic client</i>		
	Signature of Appointed Person:		Date: