



Location of site to which the work relates

## **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 <u>Part 2A of the Building Regulations 2010 (as amended)</u>.

	Address:									
	Postcode:			Building Regulation	Application I	Number:				
						•				
2	Previous Client Detai	ls								
_	Title:(Mr/Mrs/Miss)	F	orenames	s:		Surname:				
	Address:					1				
	Postcode:		Tel:		Email:					
					Lillan.					
	Date they ceased to b	e the Client	:							
3	New Client Details									
)	Title:(Mr/Mrs/Miss)	F	orenames	5:		Surname:				
	Address:	•								
	Postcode:		Tel:		Email:					
	Date they became the	e New Client	t:							
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 agree to the Notice being made and that the information contained in this Notice is correct									
	Signature of New Clie	nt:					Date:			
								l		





Location of site to which the work relates

Address:

## 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.

	Postcode:			Building Regulation A	pplication N	lumber:				
	Is a previously appoin If YES, complete Secti		ing replace	d with a new appointed	person? (YE	S/NO)				
2	Outgoing Appointed Person Details									
_	Title:(Mr/Mrs/Miss)	For	enames:			Surname:				
	Address:									
	Postcode:		Tel:		Email:					
	Duty Holder Role:									
	Date the Appointmen	t ended:								
3	New Appointed Person Details									
	Title:(Mr/Mrs/Miss)	For	enames:			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.									
		being made	and that tl	ne information contain	ned in this N					
	Signature of Client:						Date:			





Location of site to which the work relates

## **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.

							Address:					
		Number:	Application	Building Regulation A			Postcode:					
		ES/NO)	person? (Y	d with a new appointed	ing replace		Is a previously appoir If YES, complete Secti					
. the	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 give statement signed by the person appointed below must include an explanation to that effect.											
		Surname:			enames:	For	Title:(Mr/Mrs/Miss)					
							Address:					
			Email:		Tel:		Postcode:					
							Duty Holder Role:					
							Date the Appointment ended:					
	Statement explaining why the outgoing appointed persons details have not been provided (where applicable):											
		•	ave not bee	iiteu persons details na	onig appoi	g wny the outg	Statement explaining					
				inteu persons detans na	onig appoi	g wny the outg	Statement explaining					
	Date:			inteu persons detans na	onig appoi		Signature of Appoints					
				inteu persons detans na	Oilig appoi							
				inteu persons details na	Oilig appoi	ed Person:		α (				
				inteu persons details na	enames:	ed Person: on Details	Signature of Appointe	3				
				inteu persons details na		ed Person: on Details	Signature of Appointed  New Appointed Pers	3				
			Email:	inteu persons details na		ed Person: on Details	Signature of Appointed  New Appointed Pers  Title:(Mr/Mrs/Miss)	3				
				inteu persons details na	enames:	ed Person: on Details	New Appointed Pers Title:(Mr/Mrs/Miss) Address:	3				
_				inteu persons details na	oing appoi	ed Person:	Signature of Appointe	•				



Working in partnership





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

