



## Notice of Change of Dutyholder

**The Building Act 1984 , The Building Regulations 2010, The Building (Local Authority Charges) Regulations 2010, Building Regulations 2010 (as amended)**

Use this form to advise us of any changes in dutyholders. This information must be advised within 14 days of their appointment. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

Please complete the details relating to the dutyholder that you are changing.

### Change in Client

Location	
Project	
Building Control Reference number (if known)	

### Existing Client details

Name	
Address	
Email:	
Telephone	
Date they ceased to be client	

I confirm that I have ceased to be Client in the above project.

Signature

## Notice of change of dutyholder

### New Client details

Name	
Address	
Email:	
Telephone	
Date they became the client	

I confirm that I am the new Client in the above project and understand my responsibilities under Part 2A of these Regulations

Signature



### Change in Principal Designer

Location	
Project	
Building Control Reference number (if known)	

### Existing Principal Designer details

Name	
Address	
Email	
Telephone	
End date of appointment	

**I confirm that I am no longer the Principal Designer**

Signature

## Notice of change of dutyholder

### New Principal Designer details

Name	
Address	
Email	
Telephone	
Date of appointment	

I confirm that I am the new Principal Designer for the above project and understand my responsibilities under Part 2A of these Regulations

Signature



### Change in Principal Contractor

Location	
Project	
Building Control Reference number (if known)	

### Existing Principal Contractor details

Name	
Address	
Email	
Telephone	
End date of appointment	

**I confirm that I am no longer the Principal Contractor for this project**

Signature

## Notice of change of dutyholder

### New Principal Contractor

Name	
Address	
Email	
Telephone	
Date of appointment	

**I confirm that I am the new Principal Contractor for the above project and understand my responsibilities under Part 2A of these Regulations.**

Signature

I confirm that I am the client and authorise the above changes to dutyholders. I am satisfied that all relevant information has been passed to the new dutyholder to enable them to fulfil their duties.

Signature:

Date: