

Notification of Change of Dutyholder carrying out building work (England)

STG Building Control Partnership
 Foord Annexe, Eastgate House
 High Street, Rochester, Kent, ME1 1EW
 01634 3311133
building@stgbc.org.uk www.stgbc.org.uk



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 the 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 dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

| | |
|--|--|
| 1 Location of the building work | |
| Address: | |

| | | | |
|------------------------------|--|-------|--|
| 2 Name of new client | | | |
| Name: | | | |
| Address: | | | |
| Telephone: | | Email | |
| Date they became the client: | | | |

| | | | |
|------------------------------------|--|--------|--|
| 3 Name of previous client | | | |
| Name: | | | |
| Address: | | | |
| Telephone: | | Email: | |
| Date they ceased to be the client: | | | |

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:

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 the project appoints a principal contractor (or sole contractor) or a principal designer (or sole lead designer) the client **must** give notice to the local authority. A principal contractor (or sole contractor) or a principal designer (or sole 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 client is a domestic client, the following information is required.

An outgoing dutyholder 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 outgoing person appointed: | |
| Address of outgoing person: | |
| Address of new client: | |

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| | |
|--|--|
| Telephone number of outgoing person: | |
| Email of outgoing person (if available): | |
| Date the appointment ended: | |
| 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.

| | |
|--------------------------------|--|
| Location of the building work: | |
| *Name of person appointed: | |
| Address of person appointed: | |
| Telephone number: | |
| Email address (if available): | |
| Date the appointment ended: | |

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 explanation to that effect.

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

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 above by the time this notice is given the above statement signed by the person appointed must include an explanation to that effect.

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: | |
| Name of person appointed: | |

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| | |
|-------------------------------|--|
| Address of person appointed: | |
| Telephone number: | |
| Email address (if available): | |
| Date the appointment ended: | |

This notice is given on behalf of the domestic client.

Signature of the person appointed:

Date: