

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 not a domestic client, the following information is required.

Location of the building work:			
Name of person appointed:			
Address of person appointed:			
Telephone number of person appointed:			
Email of person appointed:			

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Date the appointment:	
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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:	
Telephone number of the outgoing person:	
Telephone number:	
Email address (if available):	
Date the appointment ended:	

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: