

# Notice of change of dutyholder form

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

## 1 Building work

Location of the building work	
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## 2 New client details

Name	
Address (including postcode)	
Phone	
Email (if available)	
Date they became the client	

## 3 Previous client details

Name	
Address (including postcode)	
Phone	
Email (if available)	
Date they ceased to be the client	

## 4 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.

New client 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 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.

## 5 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 (including postcode)	
Phone of person appointed	
Email of person appointed (if available)	
Date of appointment	

### 6 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 (including postcode)	
Phone of the outgoing person appointed	
Email of the outgoing person appointed (if available)	
Date the appointment ended	

### 7 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.

Client signature	
Date	

### 8 Where the client is a domestic client

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 the outgoing person appointed	
Address of the outgoing person appointed (including postcode)	
Address of the new client	
Phone of the outgoing person appointed	
Email of the outgoing person	

appointed (if available)	
Date the appointment ended	
Date	

### 9 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 (including postcode)	
Phone of person appointed	
Email of person appointed (if available)	
Date the appointment ended	

### 10 Where the person appointed has not received the information in this section

Name of the outgoing person appointed	
Address of the outgoing person appointed (including postcode)	
Phone of the outgoing person appointed	
Email of the outgoing person appointed (if available)	
Date the appointment ended	

This notice is given on behalf of the domestic client where the information on the outgoing person appointed has not been received from the domestic client to date.

Where the person appointed has not received the information identified in section 10 by the time this notice is given, the above statement signed by the person appointed must include an explanation to that effect.

Signature of person appointed	
Date	

### 11 Where the person appointed by the domestic client is the first person appointed

They must give 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 (including postcode)	
Phone of person appointed	
Email of person appointed (if available)	
Date of appointment	

This notice is given on behalf of the domestic client.

Signature of person appointed	
Date	

### Contact

Building Control  
Harlow Council  
Civic Centre  
The Water Gardens  
Harlow  
CM20 1WG  
[building.control@harlow.gov.uk](mailto:building.control@harlow.gov.uk)  
<https://www.harlow.gov.uk/planning-and-building-control/building-control>

### Data protection

Your personal data may be shared with other departments within the council, Thames Water or Essex County Council Fire and Rescue Service if we are under a duty to do so in order to comply with any legal obligation, or for the purposes of fraud prevention and detection.

You can view our privacy policy in full on the Harlow Council website: <https://www.harlow.gov.uk/your-council/accessing-information/privacy-notice>