

Change of Duty Holder

This information must be provided to Building Control following the changes to the appointment of duty holder roles. It can be completed and submitted by a third party but must be signed by the client.

Application Ref:	
Site Address:	

Full name of person providing this information:		
Address:		
Telephone Number:		
Email:		
Duty holder position to change:	Client	<input type="checkbox"/>
	Principal Contractor	<input type="checkbox"/>
	Principal Designer	<input type="checkbox"/>

Person who previously held the role:	
Full Name:	
Company Name:	
Job Title:	
Address:	
Tel No:	
Email:	
Date appointed on project:	

Person now appointed to this role:**Full Name:****Address:****Tel No:****Email:****Date appointed on project:****Declaration:**

I can confirm that as the principal (or sole or lead) contractor or principal (or sole or lead) designer of the above-mentioned Building Control application and I understand that I must fulfil my duty under Part 2A of The Building Regulations (duty holders and competence) of these regulations.

By typing my signature I agree to the duty holder requirements and agree to accept my typed name as my signature.

Signed:**Name Printed:****Date:****Client Declaration****Full Name:****Address:****Tel No:****Email:****Declaration:**

I confirm that the information contained in the notice is correct.

I have read and understood my responsibilities as a duty holder under Regulation 11 of the Building Regulations etc. (Amendment) (England) 2023 and I agree to this change in duty holder.

By typing my signature I agree to the duty holder requirements and agree to accept my typed name as my signature.

Signed:**Name Printed:****Date:**