

### **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.

<b>Application Ref:</b>	
<b>Site Address:</b>	

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

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

**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.

**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.

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