**Notification of change or appointment of duty holder – Principal Designer**

**Building Regulations 2010 (as amended).**

|  |  |
| --- | --- |
| Application Number: |  |
| Site Address: |  |

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 and the client for a project appoints a principal designer (or sole/lead designer), the client must give a notice to the local authority.

A principal designer (or sole or lead designer) is known 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, then the following information is required:**

|  |  |
| --- | --- |
| Name of Principal/Sole/Lead Designer |  |
| Address of Principal/Sole/Lead Designer |  |
| Telephone number of Principal/Sole/Lead Designer |  |
| Email address of Principal/Sole/Lead Designer (if available) |  |
| Date of appointment |  |

**Where the person appointed is not the first person appointed to the role the following information is required:**

|  |  |
| --- | --- |
| Name of the outgoing Principal/Sole/Lead Designer |  |
| Address of the outgoing Principal/Sole/Lead Designer |  |
| Telephone number of the outgoing Principal/Sole/Lead Designer |  |
| Email address of the outgoing Principal/Sole/Lead Designer |  |
| 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 |  |

**Please email this form to** [**enquiries@cncbuildingcontrol.gov.uk**](mailto:enquiries@cncbuildingcontrol.gov.uk)