**Notification of change or appointment of duty holder – Domestic Client**

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 a domestic client for a project appoints a principal contractor (or sole contractor) **or** a principal designer (or sole or lead designer), the appointed contractor/designer 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.

|  |  |
| --- | --- |
| Name of Contractor/Designer\* |  |
| Address of Contractor/Designer\* |  |
| Telephone number of Contractor/Designer\* |  |
| Email address of Contractor/Designer\* (if available) |  |
| Date of appointment |  |

**Where the person appointed is not the first person appointed to the role the following information is required (if known). (*\*****Delete as applicable***)**

|  |  |  |
| --- | --- | --- |
| Name of the outgoing Contractor/Designer\* | |  |
| Address of the outgoing Contractor/Designer\* | |  |
| Telephone number of the outgoing Contractor/Designer\* | |  |
| Email address of the outgoing Contractor/Designer\* | |  |
| Date the appointment ended | |  |
| **If the details of the outgoing contractor/designer have not been provided, please give the reason why (e.g. information not yet provided by client)** | | |
| **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)