

Change Of Duty Holder

This information must be provided to Building Control following changes to the appointment to duty holder roles. It can be completed 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 be changed:	Client <input type="checkbox"/>
	Principal Designer <input type="checkbox"/>
	Principal Contractor <input type="checkbox"/>

Person who previously held the role	
Full Name:	
Company Name:	
Job Title:	
Address:	
Date Appointed:	

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

I can confirm that as the principal (or sole or lead) contractor of the above-mentioned Building Control application, I have fulfilled 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 I agree to this notice being made on my behalf and 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:**