

Notification of change of dutyholder (England)

Building Regulations 2010 (as amended).

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, the client for a project changes the new client must give a notice to the local authority within 14 calendar days of the date when the person became the new client. Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#).

Location of the building work

Name of the new client

Address of the new client

.....

Telephone number of the new client

Email address of the client (if available)

Date they became the client

Name of the previous client

Address of the previous client

.....

Telephone number of the previous client

Email address of the previous client (if available)

Date they ceased to be the client

Where this notice is given by someone on behalf of the new 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 new client:

Date:

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

Where the client is not a domestic client, then the following information is required.

Location of the building work
Name of the person appointed
Address of the person appointed
.....
Telephone number of the person appointed
Email address of the person appointed (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 person appointed
Address of the outgoing person appointed
.....
Telephone number of the outgoing person appointed
Email address of the outgoing person appointed
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



Where the client is a domestic client, the following information is required.

An outgoing dutyholder must provide the following information to the domestic client within 5 calendar days of the date their appointment ends. The domestic client must then pass this information to the new person appointed on the date of appointment of the person appointed or as soon as practicable after that date.

Name of the outgoing person appointed
Address of the outgoing person appointed
Address of the new client
Telephone number of the outgoing person appointed
Email address of outgoing person appointed (if available)
Date the appointment ended
Date

Where the person appointed by the domestic client is not the first person appointed, they must give a notice to the local authority with the following information within 14 calendar days beginning with the date of the appointment of the person appointed.

Location of the building work
*Name of the person appointed
Address of the person appointed.....
.....
Telephone number of the person appointed.....
Email address of the person appointed (if available).....
Date the appointment ended

Where the person appointed has not received the information in this section by the time this notice is given the statement signed by the person appointed below must include an explanation to that effect.

Name of the outgoing person appointed
Address of the outgoing person appointed
.....
Telephone number of the outgoing person appointed
Email address of the outgoing person appointed (if available)
Date the appointment ended

This notice is given on behalf of the domestic client *where identified the information on the outgoing person appointed has not been received from the domestic client to date.

Signature of the person appointed

Date

*Where the person appointed has not received the information identified in italics by the time this notice is given the above statement signed by the person appointed must include an explanation to that effect (as shown in italics in the paragraph above).

Where the person appointed by the domestic client is the first person appointed, they must give a notice to the local authority with the following information within 14 calendar days beginning with the date of the appointment of the person appointed.

Location of the building work

Name of the person appointed

Address of the person appointed

.....

Telephone number of the person appointed

Email address of the person appointed (if available)

Date of appointment

This notice is given on behalf of the domestic client.

Signature of the person appointed

Date

South Holland District Council is a Data Controller and can be contacted at Priory Road, Spalding, PE11 2XE (Tel: 01775 761161). The Data Protection Officer can be contacted at the same address. We are collecting your personal data as part of our Public Task in order to process your Building Regulations application as required by regulations 12(2) and 18(2) of the Building Regulations 2010 (as amended) and the Building Act 1984. Your data will be shared with third parties where consultation is required by legislation, i.e. Water Authority or Fire and Rescue Service, and it may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation. A record of your application will be kept indefinitely, however any information provided or created as part of your application will be kept for 15 years after the application is completed inline with our retention policy, and then will be securely destroyed.

Building Control privacy notice - South Holland District Council (sholland.gov.uk)

South Holland District Council	Contact Details
Building Control	Tel: 01775 764447/764465
Council Offices	Fax: 01775 762937
Priory Road	E-mail: bcadmin@sholland.gov.uk
Spalding	Website: www.sholland.gov.uk
Lincolnshire PE11 2XE	