



## **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

Principal Designer

Principal Contractor

**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.

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.

Name Printed:

Date: