



Notification of change of dutyholder (England)

Building Regulations 2010 (as amended)

Use this form to advise us of any changes in dutyholders. This information must be provided within 14 days of their appointment.

A Dutyholder refers to anyone involved in the design and construction of a building work project and requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 \(as amended\)](#)

Please complete the details relating to the dutyholder that you are changing or have previously not provided.



Change in Client – Section 1

Site address

Building Regulation Application Number

Existing/original client details

Name

Address

Email

Telephone

Date they ceased to be the client

I can confirm that I have ceased to be the client in the above application

Signature

New client details

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
Date they became the client	<input type="text"/>

I confirm that I am the new client in the above application and understand my responsibilities under Part 2A of these Regulations.

Signature	<input type="text"/>
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Change in Principal Designer – Section 2

Site address	<input type="text"/>
Building Regulation Application Number	<input type="text"/>

Existing/original Principal Designer details

Name	<input type="text"/>
Address	<input type="text"/>
Email	<input type="text"/>
Telephone	<input type="text"/>
End date of appointment	<input type="text"/>

I can confirm that I am no longer the Principal Designer for the above application

Signature	<input type="text"/>
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New Principal Designer details

Name

Address

Email

Telephone

Date of appointment

I confirm that I am the new Principal Designer for the above application and understand my responsibilities under Part 2A of these Regulations.

Signature

Client declaration

I confirm that I am the client and authorise the above changes to dutyholders.

I am satisfied that all relevant information has been passed to the new dutyholder to enable them to fulfil their duties.

Signature

Date



Change in Principal Contractor – Section 3

Site address

Building Regulation Application
Number

Existing/original Principal Contractor details

Name

Address

Email

Telephone

End date of appointment

I can confirm that I am no longer the Principal Contractor for the above application

Signature

New Principal Contractor

Name

Address

Email

Telephone

Date of appointment

I confirm that I am the new Principal Contractor for the above application and understand my responsibilities under Part 2A of these Regulations.

Signature

Client declaration

I confirm that I am the client and authorise the above changes to dutyholders.

I am satisfied that all relevant information has been passed to the new dutyholder to enable them to fulfil their duties.

Signature

Date

Privacy Statement The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - [Data Protection | North Tyneside Council](#), or from the Information Governance Team, North Tyneside Council, Quadrant, The Silverlink North, Cobalt Business park, North Tyneside, NE27 0BY (email: Information.governance@northtyneside.gov.uk)