SOUTHERN BUILDING CONTROL PARTNERSHIP

The Building Act 1984
The Building Regulations 2010
The Building (Local Authority Charges) Regulations 2010

Notice of Change of Dutyholder Form

Building Regulations 2010 (as amended)
Notice of Change of Dutyholder

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

Change in Client

Location:

Project:

Building Control Reference Number if known:

Existing client details

Name:

Address:

E-mail:

Tel no:

Date they ceased to be a client:

I confirm that I have ceased to be client in the above project.

Signature:

New client details

Name:

Address:

E-mail:

Tel no:

Date they became the client:

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

Signature:

Change in Principal Designer

Location:

Project:

Building Control Reference Number if known:

Existing Principal Designer details

Name:

Address:

E-mail:

Tel no:

End date of appointment:

I confirm that I am no longer the Principal Designer for this project.

Signature:

New Principal Designer details

Name:

Address:

E-mail:

Tel no:

Date of appointment:

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

Signature:

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

Location:

Project:

Building Control Reference Number if known:

Existing Principal Contractor details

Name:

Address:

E-mail:

Tel no:

End date of appointment:

I confirm that I am no longer the Principal Contractor for this project.

Signature:

New Principal Contractor details

Name:

Address:

E-mail:

Tel no:

Date of appointment:

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

Signature:

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:

Southern Building Control Partnership provides the local authority building control service on behalf of Mole Valley, Reigate & Banstead and Tandridge councils.

Correspondence address

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LABC

Mole Valley District Council

Reigate & Banstead BOROUGH COUNCIL Banstead | Horley | Redhill | Reigate

Tandridge District Council