



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 and return to us at buildingcontrol@guildford.gov.uk

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:

Correspondence address

Guildford Borough Council, Building Control, Millmead House, Millmead, Guildford, GU2 4BB

Telephone: 01483 444000 Email: buildingcontrol@guildford.gov.uk www.guildford.gov.uk/buildingcontrol



Cert No. FS 776322
ISO 9001

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 - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: iro@guildford.gov.uk)