# Notification of Dutyholder (England) Designer/Contractor

## The 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 and a domestic client for a project appoints a principal contractor (or sole contractor) or a principal designer (or sole or lead designer), the appointed contractor/designer 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.

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| **1** |  | **Application Information:**  Location of building work:  Postcode:  Building Regulation Application Reference: |
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| **2** |  | **Dutyholder appointed: (if not previously stated on application form)**  Principal Designer/Sole Designer  Principal Contractor/Sole Contractor |
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| **3** |  | **Principal Designer/Sole Designer: (if not previously stated on application form)**  Name:  Address:  Post Code:  Tel: Email:  Date of Appointment: |
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| **4** |  | **Principal Contractor/Sole Contractor: (if not previously stated on application form)**  Name:  Address:  Post Code:  Tel: Email:  Date the appointment: |
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| **6** |  | **Declaration:**  I agree to the notice being made and that all the information contained in the notice is correct.  Client Signature: Date:  *Where the notice is given by someone on behalf of the client, the above statement must be confirmed by the client.*  Please note that ALL parties must read and understand the link below which entails the responsibilities that each party holds.  <https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements> |

If at any stage the roles of dutyholders are to change, you are to submit the following form, [RBC Change in Dutyholder Form](https://images.reading.gov.uk/2024/07/RBC-Dutyholder-Form-Designer-Contractor.docx),for further information on the building control process look here [Building control - Reading Borough Council](https://www.reading.gov.uk/planning-and-building-control/building-control/).

Requirements of dutyholders and their competence can be found in [Part 2A of the Building Regulations 2010 (as amended)](https://www.legislation.gov.uk/uksi/2010/2214/part/2A).