

# Change of Duty Holder



North Somerset  
**Building Control**

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.

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**1** Application Ref:

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**2** Site address

Postcode

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**3** Details of person providing this information:

Full name

Address

Postcode

Telephone

Email

Duty holder position to be changed

Client

Principal Designer

Principal Contractor

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**4** Person who previously held the role

Full name

Company name

Job title

Address

Postcode

Date appointed

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**5** Person now appointed to this role

Full name

Company name

Job title

Address

Postcode

Telephone

Email

Date appointed

**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.

Signed

Name printed

Date

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**6** Client declaration

Full name

Address

Postcode

Telephone

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.

Signed

Name printed

Date