

CHANGE OF DUTYHOLDER NOTICE

When the client changes or a PC or PD is appointed — the notice to the relevant authority or the approver

PART 2A — NOTICE

KD-BR-CH-005 Rev A0

This is the Building Regulations dutyholder regime — Part 2A of the Building Regulations 2010, about the building work meeting the building regulations. It is separate from CDM 2015, which is about health and safety: a change of CDM principal designer or principal contractor is recorded as a new CDM appointment on KD-CDM-AP-006. Written for building work in England that is not higher-risk building work: higher-risk building work follows its own procedure under the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 — use the KD-BSA family (KD-BSA-CC-001 to KD-BSA-CL-008) for it. In Wales, Part 2B of the Building Regulations 2010 (in force from 1 July 2026) sets a parallel regime with its own version of reg 16; Scotland and Northern Ireland have their own building regulations.

Local authority route — Building Regulations 2010 reg 110 applies to building work that is not higher-risk building work (reg 110(8)), once an application for building control approval has been made or a building notice given. Two events need a notice to the relevant authority: the client changes (reg 110(1) and (2)), or the client appoints a principal contractor (or sole contractor) or principal designer (or sole or lead designer) (reg 110(3) and (4)). It is given within the period of 14 calendar days beginning with the date of the appointment, or the date the person became the client (reg 110(7)). The notice follows the new appointment, not the end of the old one: the client appoints a replacement as soon as reasonably practicable (reg 11D(4)), and a client other than a domestic client fulfils the role's duties until it does (reg 11D(5), 11C(3)). For a domestic client the person appointed gives the notice (reg 110(5)).

Approver route — where a registered building control approver supervises the work, the Building (Registered Building Control Approvers etc.) (England) Regulations 2024 reg 17 applies when the client appoints a principal contractor (or sole contractor) or principal designer (or sole or lead designer): the client gives a notice to the approver shown on the initial notice within the period of 14 days beginning with the date of appointment (reg 17(5)), with the person appointed's details and date of appointment, the outgoing dutyholder's details and the date its appointment ended unless the person appointed is the first in the role, and the client's signed statement where someone gives it on the client's behalf (reg 17(2)). For a domestic client the person appointed gives it (reg 17(3) and (4)). Reg 17 covers appointments only: for a change of client on the approver route, ask the approver what it needs. Reg 17 does not ask for the location of the work; section 2 includes it so the approver can identify the job.

CHECK BEFORE YOU SIGN OR GIVE THIS

The regulations' own wording and time limits govern. Check the current text of the Building Regulations 2010 at legislation.gov.uk before you sign or give this, and take advice where money or liability is at stake. A signature records what the signer confirms; it does not decide whether the work meets the building regulations.

1 WHICH ROUTE AND WHICH NOTICE — TICK ONE OF EACH

- ☐ Local authority route — full plans application or building notice: notice to the relevant authority (reg 110)
- ☐ Approver route — notice to the approver shown on the initial notice (reg 17): appointments only, so B or C
- ☐ A — the client has changed (reg 110(1) and (2)), local authority route: given by the new client — sections 2, 3 and 6
- ☐ B — the client has appointed a principal contractor, sole contractor, principal designer, or sole or lead designer (reg 110(3) and (4); reg 17(1) and (2)): given by the client — sections 2, 4 and 6
- ☐ C — as B, where the client is a domestic client (reg 110(5) and (6); reg 17(3) and (4)): given by the person appointed — sections 2, 4, 5 and 6

2 THE BUILDING WORK

LOCATION OF THE BUILDING WORK		BUILDING CONTROL REFERENCE	RELEVANT AUTHORITY OR APPROVER
APPLICATION OR NOTICE DATE	DATE OF APPOINTMENT OR CHANGE OF CLIENT	NOTICE DUE BY	NOTICE GIVEN ON

3 A — CHANGE OF CLIENT (REG 110(2)) — LOCAL AUTHORITY ROUTE

The new client:			
NEW CLIENT	ADDRESS	TELEPHONE	BECAME THE CLIENT ON
The previous client:			
PREVIOUS CLIENT	ADDRESS	TELEPHONE	CEASED AS CLIENT ON

Where someone gives this notice on behalf of the new client, the new client signs a statement confirming that they agree to the notice being made and that the information in it is correct (reg 110(2)(d)):

NEW CLIENT — SIGNATURE TO THAT STATEMENT	DATE

4 B AND C — THE APPOINTMENT (REG 110(4), (5)(C); REG 17(2), (3)(C))

☐ Principal contractor	☐ Sole contractor	☐ Principal designer	☐ Sole or lead designer
The person appointed:			
PERSON APPOINTED	ADDRESS	TELEPHONE	DATE OF APPOINTMENT

☐ The person appointed is the first person appointed to this role — no outgoing dutyholder details are needed (reg 110(4)(c); reg 17(2)(b))

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continued

PART 2A — NOTICE

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The outgoing dutyholder:

OUTGOING DUTYHOLDER	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)	APPOINTMENT ENDED ON
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Route B only — where someone gives this notice on behalf of the client, the client signs a statement confirming that they agree to the notice being given and that the information in it is correct (reg 11O(4)(d); reg 17(2)(c)):

CLIENT — SIGNATURE TO THAT STATEMENT	DATE
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5 C — DOMESTIC CLIENT (REG 11O(5) AND (6); REG 17(3) AND (4))

For a domestic client: the outgoing dutyholder gives the domestic client its name, address, telephone number, email address (if available) and the date its appointment ended within 5 calendar days of that date (reg 11O(5)(a)); the domestic client gives that information to the person appointed on the date of appointment or as soon as practicable after it (reg 11O(5)(b)); and the person appointed gives this notice, with a statement explaining that it is given on behalf of a domestic client (reg 11O(5)(c)). If the person appointed has not received the outgoing dutyholder's information by the time the notice is to be given, the statement also explains that (reg 11O(6)). On the approver route reg 17(3) and (4) set the same steps, with the notice going to the approver; reg 17(3)(a) gives the outgoing dutyholder "five days", and those regulations define no plain "day" — check with the approver how it counts them.

OUTGOING DUTYHOLDER'S DETAILS TO THE CLIENT ON	RECEIVED BY THE PERSON APPOINTED ON
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- ☐ This notice is given on behalf of a domestic client (reg 11O(5)(c)(iv))
- ☐ The outgoing dutyholder's information had not been received when this notice was to be given (reg 11O(6); reg 17(4)) — explained below

EXPLANATION

6 GIVEN BY

The information in this notice is correct to the best of my knowledge.				
PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE
GIVEN AS	HOW GIVEN	ACKNOWLEDGEMENT / REFERENCE		

7 WHEN A PRINCIPAL DESIGNER OR PRINCIPAL CONTRACTOR CHANGES — PROJECT FILE CHECKLIST

- ☐ The replacement was appointed as soon as reasonably practicable, and until then the client fulfilled the role's duties (a domestic client excepted) reg 11D(4), (5)
- ☐ Competence steps taken before appointing the replacement — KD-BR-AP-001, and the replacement's KD-BR-CS-002 reg 11E(4), (5)
- ☐ An outgoing principal designer gave the client, no later than 28 days after its appointment ended, a document explaining its arrangements reg 11M(5)(b)
- ☐ An outgoing principal contractor gave the client, no later than 28 days after its appointment ended, a document explaining its arrangements reg 11N(5)(b)
- ☐ The replacement has carried out the review of the previous dutyholder's arrangements reg 11M(6), 11N(6)
- ☐ The outgoing dutyholder's statement for the completion notice is being obtained — KD-BR-DS-004 reg 16(4A)(e)
- ☐ Where the same role also changed under CDM 2015, the new CDM appointment is recorded — KD-CDM-AP-006

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.