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| **Building Regulations.**  **Notification of Change of Dutyholder.**    The Building Regulations 2010 (as amended).  **On completion, please email to** [**buildingcontrol@oxford.gov.uk**](mailto:buildingcontrol@oxford.gov.uk) | | | | | | |
| **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, the client for a project changes the new client must give a notice to the local authority within 14 calendar days of the date when the person became the new client. Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended). | | | | | | |
| **1. Building Control application reference number:** | | [Enter Building Control Application Number] | | | | |
| **2. Full address of the property where the work has been carried out:** | | [Enter address]  [Enter postcode] | | | | |
| **3. NEW CLIENTS SECTION:** | | | | | | |
| **3a. Clients details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **3b. Date they became the Client:** | | [DD/MM/YYYY] | | | | |
| **4. PREVIOUS CLIENT DETAILS:** | | | | | | |
| **4a. Previous client’s details:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **4b. Date they ceased to be the client.** | | [DD/MM/YYYY] | | | | |
| **5 NEW CLIENT DECLARATION:** | | | | | | |
| **5a. New client declaration:** | | **Where this notice is given by someone on behalf of the new client the following statement must be confirmed by the new client.**  I agree to the notice being made and that the information contained in the notice is correct. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **6. WHERE THE CLIENT IS NOT A DOMESTIC CLIENT, THEN THE FOLLOWING INFORMATION IS REQUIRED:** | | | | | | |
| 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, the client for a project appoints a principal contractor (or sole contractor) or a principal designer (or sole or lead designer) the client 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 within14 calendar days beginning with the date of the appointment of the person appointed. | | | | | | |
| **6a. Location of the building work:** | | [Enter address]  [Enter postcode] | | | | |
| **6b. Details of person appointed:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **6c. Date of Appointment:** | | | [DD/MM/YYYY] | | | |
| **7. WHERE THE PERSON APPOINTED IS NOT THE FIRST PERSON APPOINTED TO THE ROLE THE FOLLOWING INFORMATION IS REQUIRED (NOTES IN SECTION 6 ALSO APPLY TO THIS SECTION):** | | | | | | |
| **7a. Details of the outgoing person appointed:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **7b. Date the appointment ended:** | | | [DD/MM/YYYY] | | | |
| **8. DECLARATION RELATED TO SECTIONS 6 AND 7:** | | | | | | |
| **8a. New client declaration:** | | **Where this notice is given by someone on behalf of the new client the following statement must be confirmed by the new client.**  I agree to the notice being made and that the information contained in the notice is correct. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **9. WHERE THE CLIENT IS A DOMESTIC CLIENT, THE FOLLOWING INFORMATION IS REQUIRED:** | | | | | | |
| An outgoing dutyholder must provide the following information to the domestic client within 5 calendar days of the date their appointment ends. The domestic client must then pass this information to the new person appointed on the date of appointment of the person appointed or as soon as practicable after that date. | | | | | | |
| **9a. Details of the outgoing person appointed:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **9b. Details of new client:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **9c. Date the appointment ended:** | | | [DD/MM/YYYY] | | | |
| **10. WHERE THE PERSON APPOINTED BY THE DOMESTIC CLIENT IS NOT THE FIRST PERSON APPOINTED:** | | | | | | |
| They must give a notice to the Local Authority with the following information within 14 calendar days beginning with the date of the appointment of the person appointed. | | | | | | |
| **10a. Location of the building work:** | | [Enter address]  [Enter postcode] | | | | |
| **10b. Details of the person appointed:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **10d. Date the appointment started:** | | | [DD/MM/YYYY] | | | |
| **11. WHERE THE PERSON APPOINTED HAS NOT RECEIVED THE INFORMATION IN THIS SECTION BY THE TIME THIS NOTICE IS GIVEN THE STATEMENT SIGNED BY THE PERSON APPOINTED BELOW MUST INCLUDE AN EXPLANATION TO THAT EFFECT:** | | | | | | |
| **11a. Details of the outgoing person appointed:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **11b. Date the appointment ended:** | | | [DD/MM/YYYY] | | | |
| **12. DECLARATION FOR NEW PERSON APPOINTED ON BEHALF OF A DOMESTIC CLIENT:** | | | | | | |
| **12a. New person appointed declaration:** | | **This notice is given on behalf of the domestic client \*where identified the information on the outgoing person appointed has not been received from the domestic client to date.**  \*Where the person appointed has not received the information by the time this notice is given the above statement signed by the person appointed must include an explanation to that effect. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **13. WHERE THE PERSON APPOINTED BY THE DOMESTIC CLIENT IS THE FIRST PERSON APPOINTED:** | | | | | | |
| They must give a notice to the local authority with the following information within14 calendar days beginning with the date of the appointment of the person appointed. | | | | | | |
| **13a. Location of the building work:** | | [Enter address]  [Enter postcode] | | | | |
| **13b. Details of the person appointed:** | | [Enter name]  [Enter address]  [Enter postcode] | | | [Enter phone number]  [Enter e-mail address] | |
| **13c. Date of appointment:** | | | [DD/MM/YYYY] | | | |
| **13d. Person appointed declaration:** | | This notice is given on behalf of the domestic client. | | | | |
| **Signed:** | [Please enter your electronic signature or type your name] | | | **Date:** | | [DD/MM/YYYY] |
| **Data Protection Policy:**  We understand the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.  We are required to collect, use, and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations (including consulting with statutory bodies outside the Council) delivering services and meeting the needs of individuals that we deal with. This includes service users, members of the public, our business partners and other local authorities or public bodies. Should you have any questions about how Building Control use your data you can e-mail buildingcontrol@oxford.gov.uk  Further details of this policy can be found on our website: [Our Data Protection Policy | Our Data Protection Policy | Oxford City Council](https://www.oxford.gov.uk/info/20141/data_protection/530/our_data_protection_policy)  We are fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and are registered as a data controller with the [Information Commissioner’s Office](https://ico.org.uk/). Our registration number is **Z7925628**. | | | | | | |