



Building Control
 East Devon District Council
 Blackdown House
 Border Road
 Heathpark Industrial Estate
 Honiton
 EX14 1EJ

DX 48808 HONITON

Tel: 01395 517482

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buildingcontrol@eastdevon.gov.uk

Change of Duty Holder

This information must be provided to Building Control following changes to the appointment to duty holder roles. This form can be completed by a third party but it must be signed by the Client.

Application Ref	
Site Address	

Full name of the person providing this information	
Address	
Telephone number	
Email	
Duty Holder position to be changed	Client <input type="checkbox"/>
	Principal Designer <input type="checkbox"/>
	Principal Contractor <input type="checkbox"/>

Person who previously held the role	
Full Name	
Company Name	
Job Title	
Address	
Date Appointed	

Person now appointed to this role	
Full Name	
Company Name	
Job Title	
Address	
Telephone number	
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 by duty under Part 2A of the Building Regulations (duty holders and competence).	
Signed	
Name (Printed)	
Date	

Client Declaration	
Full Name	
Address	
Telephone number	
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	