

MERTHYR TYDFIL COUNTY BOROUGH COUNCIL BUILDING CONTROL DEPARTMENT

Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil, CF48 4TQ
Email: building.control@merthyr.gov.uk



Notification of change of dutyholder (Wales) for non-higher-risk building work

Client change

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 building control authority within 10 working days of the date when the person became the new client. Requirements of dutyholders and their competence can be found in [Part 2B of the Building Regulations 2010 \(as amended\)](#)

Location of the building work	
Building Regulation Application Number	
Name of the new client	
Address of the new client	
Telephone number of the new client	
Email address of the new client (if available)	
Date they became the client	
Name of the previous client	
Address of the previous client	
Telephone number of the previous client	
Email address of the previous client (if available)	
Date they ceased to be the client	

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.

Signature of the new client:	
Date:	

Appointment of a contractor or designer for non domestic works

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 building control 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 building control building control authority within 10 working days beginning with the date of the appointment of the person appointed.

Where the client is not a domestic client, then the following information is required

Location of the building work	
Name of the person appointed	
Address of the person appointed	
Telephone number of the person appointed	
Email address of the person appointed (if available)	
Date of appointment	

Where the person appointed is not the first person appointed to the role the following information is required

Name of the outgoing person appointed	
Address of the outgoing person appointed	
Telephone number of the outgoing person appointed	
Email address of the outgoing person appointed	
Date the appointment ended	

Where this notice is given by someone on behalf of the 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.

Signature of the client:	
Date:	

Appointment of a contractor or designer for domestic works

Where the client is a domestic client, except where under regulation 11T(1) where a domestic client has assigned to themselves the duties in regulations 11R(1) to (3) and 11V(2) to (5), the following information is required.

An outgoing dutyholder must provide the following information to the domestic client within 5 working 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.

Name of the outgoing person appointed	
Address of the outgoing person appointed	
Telephone number of the outgoing person appointed	
Email address of outgoing person appointed (if available)	
Date the appointment ended	
Date:	

Where the person appointed by the domestic client is not the first person appointed, they must give a notice to the building control authority with the following information within 10 working days beginning with the date of the appointment of the person appointed.

Location of the building work	
*Name of the person appointed	
Address of the person appointed	
Telephone number of the person appointed	
Email address of the person appointed (if available)	
Date the appointment ended	

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.

<i>Name of the outgoing person appointed</i>	
<i>Address of the outgoing person appointed</i>	
<i>Telephone number of the outgoing person appointed</i>	
<i>Email address of the outgoing person appointed (if available)</i>	
<i>Date the appointment ended</i>	

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.

<i>Signature of the person appointed</i>	
<i>Date:</i>	

****Where the person appointed has not received the information identified in italics by the time this notice is given the above statement signed by the person appointed must include an explanation to that effect***

Where the person appointed by the domestic client is the first person appointed, they must give a notice to the building control authority with the following information within 10 working days beginning with the date of the appointment of the person appointed.

Location of the building work	
Name of the person appointed	
Address of the person appointed	
Telephone number of the person appointed	

Email address of the person appointed (if available)	
Domestic Client Assigned Duties to Another Person / Principal Designer / Principal Contractor* *delete as appropriate	
Date of appointment	

This notice is given on behalf of the domestic client.

Signature of the person appointed	
Date:	