

Dutyholder Notification – First Appointment of Principal Designer

In accordance with Regulation 17 of The Building (Registered Building Control Approvers etc.) (England) regulations 2024, where a Client appoints a Principal Designer (or Sole Designer), the Client must give notice of this to the Building Control Approver. This appointment must be made before the construction phase begins.

Where notice is given on behalf of the Client, a statement signed by the client confirming they agree to the notice being made and that the information contained in the notice is correct is required.

“Client” means any person for whom a project is carried out.

“Principal Designer” means the designer appointed under regulation 11D under The Building Regulations 2010 (as amended).

“Construction Phase” means the period beginning when any building work on a project starts and ending when that project is completed.

This form is provided to assist you in making the above notification. Please complete and return to info@c3designapprovals.co.uk and your project surveyor.

Project Information	
C3 Project Reference:	
Site Address:	
Description of works given on the Initial Notice:	
Principal Designer (or Sole Designer) Details	
Name:	
Company/Organisation:	
Address:	
Telephone Number:	
Email:	
Date of appointment:	

Declaration

As Client, for the above work, I/we confirm that the above named person/organisation has been appointed to act as the Principal Designer in accordance with Regulation 11D of The Building Regulations 2010 (as amended) and that the information given in this notice is correct and true.

Signed ⁽¹⁾:

Name:

For and on behalf of ⁽²⁾:

Date:

(1) Typing your name as opposed to signing your name will be considered legally binding.

(2) Company/organisation name, or not applicable (n/a).