

## Notification of Duty Holders & Competence Statement

The Building Regulations 2010 (as amended)  
Part 2A Dutyholders & Competence

**Reference Number:** ProjectID

**Site Address:** SiteAddress

**Description of Works:** Proposal

I *click here to type name* the Client confirm the information provided below is to the best of my knowledge correct. I confirm I have taken all reasonable steps to ensure that any designers or contractors appointed are competent to carry out the work for which they are appointed.

I also agree to provide full contact details within 14 days if there are any changes to the appointment of my principal or sole contractor/builder or principal or sole designer/architect.

**Signed:** (Client):

*Sign above and click here to type name*

**Date:** *click here to enter date*

**Please scroll down and complete form with all details requested**

**Please note:**

- 1. Appointment date of the PD (Principle Designer) & PC (Principle Contractor) must be entered in day/month/year format**
- 2. In the absence of an Architect or Designer the client and their appointed contractor must agree who is responsible for the 'Designer' role. Once agreed details of the person must be entered into the form below.**
- 3. All fields in the form below must be fully completed in order for us to process your application efficiently.**

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See link below to assist you with your duties under the Building Regulations (as amended)

<https://www.legislation.gov.uk/uksi/2010/2214/part/2A>

Please return the above completed form to:

[pauline@mulleeassociates.co.uk](mailto:pauline@mulleeassociates.co.uk) and [sara@mulleeassociates.co.uk](mailto:sara@mulleeassociates.co.uk)

<b>1</b>	<p><b><u>Clients Details</u></b> – e.g. Homeowner. <i>Please give full name, postal address and phone number</i></p> <p><b>Title:</b> Choose an item.</p> <p><b>Name:</b> Click or tap here to enter text.</p> <p><b>Applicants Address same as site address</b> <input type="checkbox"/></p> <p><b>Address (If different):</b> Click or tap here to enter text.</p> <p><b>Postcode:</b> Click or tap here to enter text.</p> <p><b>E-Mail:</b> Click or tap here to enter text. <b>Tel:</b> Click or tap here to enter text.</p>
<b>2</b>	<p><b><u>Principal Designer (PD) e.g. Architect (where applicable):</u></b></p> <p><b>Company Name:</b> Click or tap here to enter text.</p> <p><b>Individuals Title:</b> Choose an item.</p> <p><b>Individual's Full Name:</b> Click or tap here to enter text.</p> <p><b>Address:</b> Click or tap here to enter text.</p> <p><b>Postcode:</b> Click or tap here to enter text.</p> <p><b>E-Mail:</b> Click or tap here to enter text. <b>Tel:</b> Click or tap here to enter text.</p> <p><b>Date PD Appointed:</b> Click or tap here to enter text.</p>
<b>3</b>	<p><b><u>Principal Contractor (PC) e.g. Builder:</u></b></p> <p><b>Company Name:</b> Click or tap here to enter text.</p> <p><b>Individuals Title:</b> Choose an item.</p> <p><b>Individuals Full Name:</b> Click or tap here to enter text.</p> <p><b>Address:</b> Click or tap here to enter text.</p> <p><b>Postcode:</b> Click or tap here to enter text.</p> <p><b>E-Mail:</b> Click or tap here to enter text. <b>Tel:</b> Click or tap here to enter text.</p> <p><b>Date PC Appointed:</b> Click or tap here to enter text.</p>