**Notification of Dutyholders**

**Background**

The Government has published amendments to the building regulations, which apply to all applications for building control consent from 1 October 2023.

All of the following parties are now required to make various notifications and declarations upon commencement of work, when certain appointments are made and when the work is completed. For Stroma Building Control Limited (SBC) to process your application, **you must fill out the sections of this form.** If you do not follow these prescribed procedures, it will result in your application being rejected or reverted to local council control, which will require the same information from you.

SBC has produced guidance about the new dutyholder requirements, which can be found here: [Dutyholder Guidance Document](https://stromabc.com/media/ballqaha/dutyholder-guidance-document.pdf). If you are unsure about anything, please get in touch with your Registered Building Inspector. Their details are on the Building Control Information Sheet (BCIS) emailed to you.

You may print this form off and return it in any format to SBC using the contact details provided on the BCIS form.

**Notification of Dutyholders**

The Client must notify SBC when they appoint a Principal Contractor (or Sole Contractor) or a Principal Designer (or Sole Designer). All fields should be completed. Where the Client is a Domestic Client, the Principal Contractor and Principal Designer must complete the forms, and you should tick the box which states that the application was submitted on behalf of a Domestic Client.

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| --- | --- |
| Details of the Work: |  |
| Address of the Property: |  |
| Description of work | Click or tap here to enter text. |
| Project Reference | OPP- |

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| --- | --- |
| Client Details: | *If you are completing this form on behalf of a Domestic Client, please tick the box below.* |
| Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Telephone: | Click or tap here to enter text. |
| Mobile: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Principal Contractor Details: | *Please note that if you haven’t yet appointed a Principal or Sole Contractor, you must notify us within fourteen days of making the appointment.* | |
| Name &/or Company: | Click or tap here to enter text. | |
| Address: | Click or tap here to enter text. | |
| Telephone: | Click or tap here to enter text. | |
| Mobile: | Click or tap here to enter text. | |
| Email: | Click or tap here to enter text. | |
| Date of Appointment: | Click or tap to enter a date. | |
| If you are a Principal Designer or Contractor completing this form on behalf of a Domestic Client, please check this box. | |  |

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| --- | --- | --- |
| Principal Designer Details: | *Please note that if you haven’t yet appointed a Principal or Sole Designer, you must notify us within fourteen days of making the appointment.* | |
| Name &/or Company: | Click or tap here to enter text. | |
| Address: | Click or tap here to enter text. | |
| Telephone: | Click or tap here to enter text. | |
| Mobile: | Click or tap here to enter text. | |
| Email: | Click or tap here to enter text. | |
| Date of Appointment: | Click or tap to enter a date. | |
| If you are a Principal Designer or Contractor completing this form on behalf of a Domestic Client, please check this box. | |  |
| Please let us know if you change your Principal or Sole Contractor during the building work; SBC is obliged to change the person responsible for the work on our Initial Notice. | | |