

Notification of Person Appointed (principal designer / contractor) by a DOMESTIC client

Regulation 17 of the Building (Registered Building Control Approvers etc.) (England) Regulations 2024 requires Build Insight to hold full, current contact details for every dutyholder appointed to a project before we can issue a Final Certificate for the work.

The client should return this notice to us within 14 days of making the appointment.

1 Application Information

Build Insight Ref. (BI/___) _____ Project Postcode _____

2 Principal Designer

Full Name _____ Date of Appointment _____

Phone No. _____ Email _____

Address _____

_____ Postal Code _____

3 Principal Contractor

Full Name _____ Date of Appointment _____

Phone No. _____ Email _____

Address _____

_____ Postal Code _____

4 Outgoing Dutyholder (if applicable)

Dutyholder Role _____

Full Name _____ Date Appointment Ended _____

Phone No. _____ Email _____

Address _____

_____ Postal Code _____

I confirm I hold the role of 'Client' on this project, that I am submitting this notice knowingly, and that the details given above are accurate.

Print name _____ Signature of Client: _____

Submit a fresh copy of this notice each time a new dutyholder is appointed to the project.