

# Notification of Duty holders

For Active Building Control Services Limited (ABC) 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 the Local Authority.

ABC has produced guidance about the new dutyholder requirements, which can be found [here](#). 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 ABC using the contact details provided on the BCIS form.

## Notification of Dutyholders

The Client must notify ABC 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.

Details of the Work:	
<b>Address of the Property:</b>	
<b>Description of work</b>	Click or tap here to enter text.
<b>Project Reference</b>	OPP-
Client Details:	
<i>If you are completing this form on behalf of a Domestic Client, please tick the box below.</i>	
<b>Name:</b>	Click or tap here to enter text.
<b>Company Name</b> (where applicable):	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.
<b>Telephone:</b>	Click or tap here to enter text.
<b>Mobile:</b>	Click or tap here to enter text.
<b>Email:</b>	Click or tap here to enter text.
Principal Contractor Details:	
<i>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.</i>	
<b>Name:</b>	Click or tap here to enter text.
<b>Company Name</b> (where applicable):	Click or tap here to enter text.
<b>Address:</b>	Click or tap here to enter text.
<b>Telephone:</b>	Click or tap here to enter text.
<b>Mobile:</b>	Click or tap here to enter text.
<b>Email:</b>	Click or tap here to enter text.
<b>Date of Appointment:</b>	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.	<input type="checkbox"/>

<b>Principal Designer Details:</b>		<i>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.</i>
<b>Name:</b>	Click or tap here to enter text.	
<b>Company Name</b> (where applicable):	Click or tap here to enter text.	
<b>Address:</b>	Click or tap here to enter text.	
<b>Telephone:</b>	Click or tap here to enter text.	
<b>Mobile:</b>	Click or tap here to enter text.	
<b>Email:</b>	Click or tap here to enter text.	
<b>Date of Appointment:</b>	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.		<input type="checkbox"/>
<b>Please let us know if you change your Principal or Sole Contractor during the building work; ABC is obliged to change the person responsible for the work on our Initial Notice.</b>		