

Notifiable project F10 form

The [Construction \(Design and Management\) Regulations 2015 \(CDM regulations\)](#) require that the [Health and Safety Executive \(HSE\)](#) must be notified of any project defined as construction under the regulations where the construction work is likely to last longer than 30 working days and have more than 20 [workers](#) working simultaneously at any point in the project, or exceed 500 person days. This can be done using an [F10 form](#).

Regulation 6 of the [CDM regulations](#) requires that the [client](#) must give notice in writing to the [HSE](#) as soon as is practicable before the construction phase begins, or arrange for someone else to do this on their behalf.

The notice must include the details included in schedule 1 of the regulations:

- The date of forwarding the notice.
- The address of the construction site or precise description of its location.
- The name of the [local authority](#) where the construction site is located.
- A brief description of the project and the construction work that it entails.
- The following contact details of the [client](#): name, address, telephone number and (if available) an email address.
- The following contact details of the [principal designer](#): name, address, telephone number and (if available) an email address.
- The following contact details of the [principal contractor](#): name, address, telephone number and (if available) an email address.
- The date planned for the start of the construction phase.
- The time allocated by the [client](#) under regulation 4(1) for the construction work.
- The planned duration of the construction phase.
- The estimated maximum number of people at work on the construction site.
- The planned number of [contractors](#) on the construction site.
- The name and address of any [contractor](#) already appointed.
- The name and address of any [designer](#) already appointed.
- A declaration signed by or on behalf of the [client](#) that the [client](#) is aware of the [client](#) duties under these Regulations.

Where details are not available (such as the details of the [principal contractor](#)) they must be provided when they are available, and in any event, before construction works begin.

The notice must also be clearly displayed in the [construction site office](#) in a comprehensible form where it can be read by any worker engaged in the construction

work; and if necessary, be periodically updated.

[HSE](#) will take 10 days to process notifications by manual form. Ref [HSE, F10 Manual input form frequently asked questions](#). However, notification can now be carried out online by filling out an [e-](#)

form and manual notification forms will cease to be available after 31 March 2015. Confirmation of receipt of an e-F10 form should be received shortly after submission.

Learning Legacy Document