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.