

How to Fill in the F10 e-Form

Who will be using this form?

This guide applies to anyone using the F10 e-form to notify a construction project.

Clients - Under the Construction (Design and Management) Regulations (CDM) 2015, it is the construction client who has the duty to notify a construction project.

Others notifying on behalf of the client - In practice, the client may request someone else to notify on their behalf, using this form.

Principal Contractors or Principal Designers - CDM 2015 also provides specific arrangements for others to notify on behalf of domestic clients.

CDM-Cs - Additionally, CDM Co-ordinators (CDM-C) might be returning to amend an e-form already submitted before 6 April 2015.

Page 1 of the e-Form - Notification of construction project

See the below illustration and numbered instructions for help with this section.

HSE Health and Safety Executive

Notification of construction project

Zoom: 90% KS i ?

*Is this the initial notification of the project or are you providing additional information not previously available?

Initial notification Update to existing notification (use email address entered for Principal Designer, or CDM Co-ordinator if notified before April 2015) **1b**

Serial Number: 9E1E12DD54 **1a**

Details of the location(s) of the site

Check this box if this project has multiple site locations **2**

What is the exact address of the construction site (If there are multiple locations you must enter the main site office address)?

*Address Line 1: Vista Building (eg building name, address, location, grid ref.)
*Address Line 2: 22 Church Road (eg street number and street)
Address Line 3: (eg district)
*Town: CARDIFF
County:
*Post Code: CF24 7UQ (The first part of the postcode is required) Search for Address

Details of the local authority in which the site is situated

*Country: Wales *Geographical Area: Wales *Local Authority: Cardiff Unitary Authority

Next Form Preview Submit **4**

1. To begin, select one of the two boxes at the top of the form.
 - a) **If you are telling us about a new project** you should select 'Initial notification'. A Serial Number will auto-populate in the field below (see picture above). You should write this number down and keep it safe as this is required to update or retrieve your submitted notification.

- b) **If you wish to edit/update a form you have already sent us**, select 'Update to existing notification' and enter your serial number and the email address of the principal designer (or CDM-C if submitted before April 2015) as entered on the original notification, then select Retrieve details. Both the serial number and the PD email address were provided to you in the email notification when you originally submitted the form. Your form will then appear and you may make changes to it and re-submit it as outlined in this guide.

Please note that if you are a CDM-C revisiting a form that you submitted before 6 April 2015, the format of the form and the way in which it categorises the information you provided has changed. This is just a feature of the way in which the old information has transferred to the new system. Notes are included in this guide to explain where things now look different.

2. **If your project has more than one site, select the box that says, 'Check this box if this project has multiple site locations'**. You should enter the details of the main site and then provide a description of other locations in the '*Briefly describe the project and the construction work it contains*' text field on page 2. If your project is at one location, leave this box blank.
3. **Enter the details of the site you are notifying us about.** The lines you MUST fill in are indicated with an asterisk (*). If there is no address available for the site then please use grid references or other descriptors to explain its position (i.e. nearest building, road or town). The most important thing is that we can identify the site location. If you do not think that the site is easily found from the information given here you should provide further detail in the '*Briefly describe the project and the construction work it contains*' text field on page 2.
4. **Select 'Next' at the bottom of the page.** If you have entered all the correct details you will progress to page 2. If you have missed anything, an alert will appear advising what information is missing. Select 'OK' to close the alert, enter the missing information and then select 'Next'.

Page 2 of the e-Form - Details about the project

See the below illustration and numbered instructions for help with filling in this page.

Notification of construction projectZoom 90% **Details about the project**

*Please select the best description of your project from the list

New Build - Residential Houses 1 - 5 5

*Briefly describe the project and the construction work it contains (max. 1000 characters)

Demolition of existing 2 storey home to be replaced with design, build and fit out of terrace of 3 x 3 storey homes for private sale. All associated external works, services and drainage to be undertaken. Landscaping of surrounding grounds. 6

- 7 *What is the time allocated by the client under regulation 4(1) for the construction work (in weeks, including all planning and preparation, as well as the construction phase)? ?
- 8 *What is the planned or estimated date for the start of the construction phase?
- 9 *What is the planned or estimated duration of the construction phase? (in weeks) ?
- 10 *What is the estimated maximum number of people at work on the site at any one time? ?
- 11 *What is the planned number of contractors on the site? ?

12

5. **Select the best description of your project from the drop down list** (by clicking on the arrow highlighted in the above illustration and choosing an option). You can only select one option so select the primary element of the work where there is more than one. Try to avoid selecting 'Other' as a description but, if you must, make sure you provide sufficient further information in the '*Briefly describe the project and the construction work it contains*' text field below.

Please note that if you are notifying us because you are undertaking construction as the result of an event or other production (e.g. putting up temporary demountable structures like stages, grandstands etc.), please choose 'Other' and then describe the construction work involved in your event/production in the '*Briefly describe the project and the construction work it contains*' text field below.

6. **Describe your project** in the '*Briefly describe the project and the construction work it contains*' text field. Try to avoid unhelpful descriptions such as 'We are doing construction work' and instead outline what you are doing on the project. What is it that you are building/demolishing/refurbishing? What significant activities or processes will be involved? This is also where you can provide further details about site location if the details on the first page do not provide enough information. You might also enter details of additional site locations for your project if there is more than one. If there is anything additional that you think we should know about the project or the people involved in it, this is the place to provide it.
7. **Enter time allowed by the client to the principal contractor (PC)** for construction work (in weeks). This refers to Regulation 4(1) of CDM 2015 and the number of weeks the client is allowing the PC for the whole project to be

completed, including all planning, design and management work as well as the construction work on-site.

8. **Enter the planned or estimated date for the start of the construction phase.** Click on the calendar icon and select the date that the construction phase is expected to start. The construction phase is the period of time beginning when construction work in a project starts and ending when construction work in that project is completed. If you do not have a date for the start of the project, but you still feel it is the right time to notify us, you can provide a best estimate of the start date and then amend the form when you have further information.

9. **Enter the planned or estimated duration of the construction phase (in weeks).** The construction phase is the period of time beginning when construction work for a project starts and ending when construction work in that project is completed. You should only be notifying HSE if one or both of the following statements applies to your project:

- work is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point on the project
- work is scheduled to exceed 500 person days of construction work.

Any day on which construction work is carried out should be counted, even if the work on that day is of a short duration. This includes holidays and weekends.

10. **Enter the estimated maximum number of people at work on the site at any one time.** Again, note that you should only be notifying the project if either or both of the statements outlined in (9) above apply.

11. **Enter the planned maximum number of contractors that could potentially be on site at any one time.** You will not be able to enter a figure greater than 99. If there are likely to be more than 99 contractors on site at any one time, just write '99'.

12. **Select 'Next' at the bottom of the page. If you have entered all the correct details you will progress to page 3.** If you have missed anything, an alert will appear advising you what information is missing. Select 'OK' to close the alert, enter the missing information and then select 'Next'.

Page 3 of the e-Form – Details of those involved in the project

See the below illustrations and numbered instructions for help with filling in this page.



Notification of construction project

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Details of those involved in the project

You must provide contact details for the Client, the Principal Designer and the Principal Contractor on your project. You must also provide contact details for any contractors or designers already appointed. Select a role and enter the details then Add to add to the list of dutyholders.

*Please select a role

Principal Designer Principal Contractor Client Designer Contractor

14a

*Organisation/
Contact Name ?

Email Address

*Address Line 1 (eg building name)

*Address Line 2 (eg street number and street)

Address Line 3 (eg district)

*Town

County

*Post Code Phone No

*Country RememberMe

14b

List of dutyholders

Jane Smith - Big Client Ltd	Client
Mark Lewin	Principal Desig...

14c

15

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13. The minimum duty holder details you must provide under CDM 2015 are details of the client, the principal designer (PD) and the PC for your project. You will not be able to submit your form without entering these details. If you want to submit your form before you have appointed a PC, you can write 'tbc' in the various fields for the PC details, which will allow you to submit the form. You will still need to select a country for the PC too but it does not matter what you choose at this stage. Please remember that PC information is compulsory, and if you do use 'tbc', you must come back to your form and provide accurate details at a later date.

Please note that if any of the contacts are based outside Great Britain, you should use the Address Lines 1 to 3 and the Town fields to enter the actual non-GB address. Then, for Postcode and Country, please enter the values that apply to the construction site address, which should be UK based.

14. Add each set of duty holder details to the form in any order you like.

- First select the box to indicate the role of the person or organisation whose details you are submitting,
- Complete the required details (compulsory fields are indicated with an asterisk *) and then select 'Add'.
- As you select 'Add' for each set of duty holder details, their name and role will appear in the box at the bottom, forming a list. If you wish to remove a name from the list, select the name and then 'Remove' to delete.

Please note that if you are a CDM-C returning to view a form that you submitted before 6 April 2015, your name may now be listed as 'principal designer'. This is simply a feature of the way that the information has transferred to the new system and does not affect your duties. If you remain concerned about identifying yourself as a CDM-C, you can amend the PD field that now has your name in it to include 'CDM-C' in brackets (e.g. 'Mark Lewin (CDM-C)') AND/OR provide an explanation of the situation in the '*Briefly describe the project and the construction work it contains*' text field on the second page (e.g. 'Please note that there is a CDM-C for this project, which was originally notified under CDM 2007'). Otherwise, simply enter the information you wish to submit as outlined in this guide.

Please note that if you are a PC or PD filling in the form because the project is for a domestic client, you should fill in your own details as 'client' as well as under your other role, to indicate that you are assuming certain client duties under CDM 2015.

15. **When you have added all required duty holder details and they have appeared in the box (at 14c in the above illustration), select 'Next' at the bottom of the page.** If you have entered all the correct details you will progress to page 4. If you have missed any information, an alert will appear advising you what information is missing. Select 'OK' to close the alert, enter the missing information and then select 'Next'.

Page 4 of the e-Form – Declaration

See the below illustrations and numbered instructions for help with filling in this page.

The screenshot shows the 'Declaration' section of the HSE e-Form. At the top left is the HSE logo. At the top right is the text 'Health and Safety Executive'. Below this is the title 'Notification of construction project' and a 'Zoom' control set to 100%. The main heading is 'Declaration' with a help icon. Two checkboxes are present, each with a red circle and a callout number: '16a' points to the first checkbox, and '16b' points to the second. Below these are input fields for 'Name', 'Date', and 'Role', with '17' pointing to the 'Name' field. A red oval highlights the '*Email Address' field, with '18' pointing to it. Below the email field is a paragraph of text: 'Please confirm the email address that your acknowledgement (and a copy of your form) will be sent to. This email sent to this address will contain a notification number that you can use to access your form and view, update or amend the information you have provided.' At the bottom are buttons for 'Back', 'Form Preview', 'Submit', and a help icon, with '19' pointing to the 'Submit' button. The footer of the page reads 'Page 4 of 4'.

16. You must select one of the two declarations available on the new form.

- a) If you are a client or someone filling in the e-Form on behalf of a commercial client (i.e. anyone who has been asked by the client to fill in this form, including CDM-Cs returning to a form) please select the first declaration.
- b) If you are filling in the form because the client is a domestic client and you are assuming some of the client duties under CDM 2015, please select the second box.

17. Fill in your name, the date and your project role in the fields provided.

18. Fill in the email address that you want the emailed copy of your F10 form (and serial number) to go to. The email addresses in both boxes indicated in the illustration above must match. Although it is likely that this will be the email address of the person named in the box (indicated at 17), it does not have to be. Whatever email address is entered here will be the only address that will receive a copy of the F10 and serial number direct. Anyone wishing to access the e-Form again will need the Serial Number provided in this email (along with the email address of the PD), so you are advised to note the email address you use so that you remember where the form was sent.

19. When your form is complete, select 'Submit' at the bottom of the page.

You can use the 'Back' button if you want to change details on previous pages but you must come back and press 'Submit' to send your completed form to HSE.

After you have submitted the form, you will receive an email (to the address supplied at 18) with a copy of your F10, your serial number and confirmation of the principal designer email address you entered on the form. **Please keep this email safe as you will need the serial number and principal designer email address to re-enter your form should you need to amend it.** Although your email should arrive promptly, it can occasionally take up to 24 hours, so please allow at least a day before contacting HSE in the case of non-arrival.