

CDM Notification Fact Sheet

Under the Construction (Design and Management) Regulations 2015 (CDM), clients have a duty to notify the 'enforcing authority' (normally the HSE) of construction projects that meet the notification criteria. Here we set out in detail when and how to notify.

Criteria

You must notify projects where **either** (1) or (2) below applies:

1. The construction phase lasts longer than 30 days and involves more than 20 workers on site at any one time, or
2. The construction phase involves more than 500 person-days of work.

(Notes: If the enforcing authority for the site is the **Office of Rail Regulation** (ORR) or the **Office for Nuclear Regulation** (ONR), notify them instead of the HSE. Where work is done for a **domestic client**, the notification duty passes to the Principal Contractor/Designer.)

What count as 'construction' and the 'construction phase'? These key definitions will help:

Construction is any of the following:

- (a) The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure.
- (b) The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site/structure for use or occupation at its conclusion.
- (c) The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- (d) The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of pre-fabricated elements which immediately before formed such a structure.
- (e) The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed in or to a structure.

Construction phase is:

The period beginning when construction work on a project starts and ending when that construction work is completed.

In simple terms, this means when you have construction trades (demolition, excavation, erection, concreting, finishing) working on site. Site surveys and any pre-construction archaeological investigations are not construction and so do not count as part of the construction phase.

Notification Process

If the work involves more than one contractor, you will need to appoint a Principal Contractor and a Principal Designer. **Make these appointments before trying to notify as the form requires their names to be stated.**

Use the flow diagram opposite to guide you through the notification process:

Officially, the HSE recommends online notification at <https://www.hse.gov.uk/forms/notification/f10.htm> but hard-copy paper forms are still allowed. You should display a copy of the F10 so that everyone knows the work has been notified.

