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.

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.
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.

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.
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.

   a) First select the box to indicate the role of the person or organisation whose details you are submitting,
   b) Complete the required details (compulsory fields are indicated with an asterisk *) and then select ‘Add’.
   c) 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.
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.