INSOLVENCY PRACTITIONER PRO FORMA – NOTIFICATION TO LOCAL AUTHORITIES REGARDING INSOLVENCY OF RESPONSIBLE PERSONS FOR RELEVANT BUILDINGS

Please use the link at [Find your local council - GOV.UK (www.gov.uk)](https://www.gov.uk/find-local-council) to identify the relevant Local Council using the postcode of the relevant building. This will redirect you to the website of the Local Council, where you can search for the relevant Chief Executive and contact details. Please address your notification to the Chief Executive and ensure you send a notification to Local Councils for all of the geographical area(s) where relevant buildings (residential buildings of five storeys or 11m or more in height) are situated for which the relevant freeholder or landlord is responsible.

The notification should be along the lines set out below, including all information relevant to the building in question as required under s125A of the Building Safety Act 2022 (as amended by the Leasehold Freehold Reform Act Part 8, Section 119 (Insolvency of Responsible Persons)).

Please ensure all relevant documents are attached as required.

EMAIL SUBJECT: Appointment in relation to an Insolvency

Dear [insert name of Chief Executive],

I am writing to notify you that I have been appointed to the insolvency of [*insert landlord/freeholder/person with repairing obligation*] of [*building address*].

I am notifying you under the requirement in section 125A of the Building Safety Act 2022 (as introduced by section 119 of the Leasehold and Freehold Reform Act 2024). This is to allow you, as the regulator, to exercise your existing functions with regard to the safety of the building – at your discretion.

Please find attached an official copy of the register of title and title plan relating to [*each registered estate or interest the person hold in such building, if any*]. I [*insert Insolvency Practitioner’s name*], have been appointed as [*insert nature of appointment*]. I can be contacted on [*insert practitioner’s address, telephone number and email address, if any*]. [*If applicable, please insert so much of the information set out in the table in rule 1.6 of the Insolvency (England and Wales) Rules 2016 (S.I. 2016/1024) as is known to the practitioner*].

Please can you ensure that this letter is passed on to relevant members of staff.

Kind regards,

[*insert Insolvency Practitioner’s name*]