

CLIENT BUILDING SAFETY DUTIES BRIEF

The client's Part 2A duties in plain English — issued, explained and signed for

PART 2A — BRIEF

KD-BR-CB-006 Rev A0

This is the Building Regulations dutyholder regime — Part 2A of the Building Regulations 2010, about the building work meeting the building regulations. It is separate from CDM 2015, which is about health and safety: the CDM 2015 client duties brief is KD-CDM-CD-007. Issue both — neither covers the other. Written for building work in England that is not higher-risk building work: higher-risk building work follows its own procedure under the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 — use the KD-BSA family (KD-BSA-CC-001 to KD-BSA-CL-008) for it. In Wales, Building Regulations 2010 Part 2B (Wales), as inserted by the Building etc. (Amendment) (No. 2) (Wales) Regulations 2025 (SI 2025/1320 (W. 215)), in force 1 July 2026, sets a parallel regime with its own version of reg 16; Scotland and Northern Ireland have their own building regulations.

Building Regulations 2010 reg 11L(1): a contractor must not start any building work unless satisfied that the client is aware of the duties owed by the client under all relevant requirements; reg 11K(1) sets the same condition for a designer before it starts design work ("relevant requirements" is defined in reg 11Q). The client's own duties under Part 2A — regs 11A to 11E and 11O — and its signed statement at completion (reg 16(4A)(d), or reg 18(d) of the Building (Registered Building Control Approvers etc.) (England) Regulations 2024 where an approver supervises the work) apply to the client whether or not it knows of them. This brief sets them out in plain English (section 3), explains the terms (section 4), says what the client can expect and what is needed from it (section 5), and records the client's acknowledgement (section 6) and the issuing company's dated record of issue (section 7). The signature records awareness; it moves no duty.

CAS v5 reference — Q137: this brief, its explanation and the client's signature are the record that the client knows its Part 2A duties. The question number is Build UK's; the description is ours. Not applicable where this business does no work in scope of the Building Regulations (CAS v5 Q22 answered no): record that on KD-CAS-ND-010 Declarations and Not-Applicable Statements, statement D, instead of using this brief.

What this brief is not: the evidence itself. An assessor looks for a brief actually issued on a real project, explained, acknowledged and dated within the last 12 months — or the emails, letters or minutes that show the same. A blank or unsigned copy of this document is not that evidence.

CHECK BEFORE YOU ISSUE THIS

The regulations' own wording governs, and their time limits run whether or not this brief was read. Check the current text of the Building Regulations 2010 and the approver regulations at legislation.gov.uk before you issue it, and take advice where money or liability is at stake. This brief explains duties; it is not legal advice, it moves no duty from the client to anyone, and a signature on it does not show that any work meets the building regulations.

1 THE ISSUING COMPANY

COMPANY LOGO add it in your PDF editor, or print and paste it here	ISSUING COMPANY			PERSON ISSUING AND EXPLAINING IT
	BRIEF VERSION	VERSION ADOPTED	NEXT REVIEW DUE	CONTACT FOR QUESTIONS

☐ Not applicable — this business does no work in scope of the Building Regulations (CAS v5 Q22 answered no): recorded on KD-CAS-ND-010 statement D, and this brief is not used

Our role on this project under Part 2A — tick every role that applies:

- | | | |
|--|---|--|
| ☐ Principal contractor | ☐ Contractor | ☐ Sole or lead designer |
| ☐ Sole contractor (the only contractor) | ☐ Principal designer | ☐ Designer |

2 THE PROJECT AND THE CLIENT

PROJECT	LOCATION OF THE BUILDING WORK		WORK DUE TO START
CLIENT	ADDRESS	TELEPHONE	EMAIL (IF AVAILABLE)
☐ The project is carried out in the course or furtherance of the client's business — the client carries every duty in section 3			
☐ Domestic client — the project is not in the course or furtherance of the client's business (reg 2): read the domestic client box after section 3			
☐ More than one client — the clients may agree in writing which of them is treated as the client (reg 11A(6)); some duties stay with all of them			
BUILDING CONTROL ROUTE	REFERENCE	HIGHER-RISK BUILDING WORK?	MINOR WORK ONLY (SCHEDULE 4)?

3 YOUR DUTIES AS CLIENT — IN PLAIN ENGLISH

These are your duties under Part 2A of the Building Regulations 2010 for building work in England. They apply to any client, whatever the size of the job, unless the work is only minor work of the kinds listed in Schedule 4 to the Regulations (reg 11P; examples in section 4). Tick each duty as it is explained to you.

- | | |
|--|---------------------|
| ☐ 1 PLAN THE PROJECT PROPERLY. Arrange the planning, management and monitoring of the project — with enough time and money — so that the design and the building work meet the building regulations, everyone can work together, and the work is checked for higher-risk building work. Keep that going to the end. | reg 11A(1) to (3) |
| ☐ 2 SHARE WHAT YOU KNOW. Give every designer and contractor, as soon as practicable, the building information you have or can reasonably obtain — about the work, how the project is planned and managed, and any issues about meeting the requirements and how they were dealt with. | regs 11A(4), 11Q(1) |
| ☐ 3 WORK WITH EVERYONE. Cooperate with anyone working on or in relation to the project, as far as they need, so they can carry out their own duties. | reg 11A(5) |

- 4 HIGHER-RISK BUILDING WORK. If the project includes higher-risk building work, make sure the designers and contractors are told so, and what it is — and keep checking as the design develops. That work has its own procedure with the Building Safety Regulator: see the KD-BSA documents. reg 11B
- 5 APPOINT A PRINCIPAL DESIGNER AND A PRINCIPAL CONTRACTOR in writing before the construction phase where more than one contractor will, or is likely to, work on the project — or certify that your CDM appointees are treated as appointed. Replace one that leaves; until you do, you carry its duties. With only one contractor, it is the principal contractor, and the only designer — or the lead designer the designers agree in writing, with a copy to you — does the principal designer's duties. Record: KD-BR-AP-001. reg 11D
- 6 CHECK COMPETENCE BEFORE WORK STARTS. Before a designer or contractor you engage starts work for you, take all reasonable steps to be satisfied that it has the skills, knowledge, experience and behaviours — or, for a company, the organisational capability — for the work (or is a trainee with supervision arranged), and can plan, manage and monitor it; the firms they engage are checked by them. For a principal designer or principal contractor, check they are competent for that role as well. Their declaration: KD-BR-CS-002. reg 11E(2) to (5)
- 7 TELL BUILDING CONTROL ABOUT CHANGES. After a full plans application or building notice, a new client, or your appointment of a principal contractor or principal designer, is notified to the local authority within 14 calendar days. Where an approver supervises the work, appointments are notified to the approver within 14 days (reg 17 of the 2024 approver regulations). We can prepare the notice: KD-BR-CH-005. reg 11O
- 8 SIGN THE COMPLETION STATEMENT. At completion you sign a statement that, to the best of your knowledge, the work complies with all applicable requirements of the building regulations. Where an approver supervises the work, you also give the completion notice yourself (approver regulations reg 18). Ask for the evidence first. The notice: KD-BR-CO-003. reg 16(4A)(d)
- 9 OCCUPYING A NEW BUILDING BEFORE IT IS FINISHED. If a building being erected, to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply, is to be occupied in whole or part before completion, the person carrying out the work gives notice at least 5 days before (days exclude Saturdays, Sundays, bank and public holidays), with your signed statement that, to the best of your knowledge, reg 38 and the fire safety requirements (Part B) are currently met for the parts to be occupied. On the approver route, ask the approver what it needs. regs 2, 16(5), (5A)
- 10 BUILDING SAFETY LEVY. For a building control application or initial notice made on or after 1 October 2026 that needed building safety levy information, the completion notice also needs a levy statement signed by the named client (reg 16(4A)(f) and approver regulations reg 18, as amended from that date). KD-BR-CO-003 section 7 covers it. from 1 Oct 2026

DOMESTIC CLIENTS (reg 11C). If the project is not in the course or furtherance of your business, duty 1 (planning the project) and duty 6 (checking competence) are carried out for you: by the contractor where there is only one; otherwise by the principal contractor, or by the principal designer if you and it agree that in writing. If you do not appoint a principal designer and principal contractor, the designer in control of the design phase is the principal designer and the contractor in control of the construction phase is the principal contractor, and you do not carry their duties yourself. When a principal contractor or principal designer is appointed after the building control application, the person appointed gives the notice in duty 7, and you pass on to them the outgoing dutyholder's details on the date of appointment or as soon as practicable after (reg 11O(5)). Duties 2, 3 and 4, notice of a change of client, and the completion statement in duty 8 stay with you.

Domestic client and principal designer agree in writing that the principal designer carries out duties 1 and 6 — the agreement is on KD-BR-AP-001 section 7

4 WHAT THE TERMS MEAN

Building regulations. The legal requirements building work has to meet — set out in Schedule 1 to the Building Regulations 2010 (for example Part A, structure, and Part B, fire safety) and in the Regulations themselves.

Building control. Who checks the work: the local authority, a registered building control approver, or — for higher-risk building work — the Building Safety Regulator.

Relevant authority. The local authority for the area, or the Building Safety Regulator where the regulator is the building control authority for the work.

Full plans application, building notice, initial notice. The ways building control becomes involved. A full plans application or a building notice goes to the local authority; an initial notice is the route where a registered building control approver supervises the work. We will tell you which applies.

Minor work (Schedule 4). Small jobs that need no building notice or full plans application, such as replacing an external door that is no more than half glazed; replacing a WC (with one using no more water); basin, sink, bath or shower where no drainage or water system work affects safety; or laying loft insulation on its own. Ask us before relying on it.

Client and domestic client. The client is the person or organisation the project is carried out for. A domestic client is one whose project is not in the course or furtherance of their business — usually a householder.

Principal designer and principal contractor. Under Part 2A, the designer in control of the design work and the contractor in control of the building work, who plan, manage, monitor and coordinate it so that it meets the building regulations. CDM 2015 uses the same titles for health and safety; one firm can hold both, but they are two appointments.

Competence. For a person: the skills, knowledge, experience and behaviours for the work. For a company: the policies, procedures, systems and resources that make sure its people have them. Behaviours include refusing to do work that would not meet the regulations.

Higher-risk building work. Work on a higher-risk building, or work that makes a building one or stops it being one. It follows a separate procedure with the regulator.

Responsible person. The person with the fire safety duties for a building once it is in use, as the Regulatory Reform (Fire Safety) Order 2005 defines (article 3). Tell us who that will be.

Completion notice. The notice given to building control when the work is finished, with your statement and a statement from each principal contractor and principal designer that it fulfilled its duties.

Questions the client asked, and our answers — each dated:

CLIENT BUILDING SAFETY DUTIES BRIEF

continued

PART 2A — BRIEF

KD-BR-CB-006 Rev A0

DATE	QUESTION ASKED	ANSWER GIVEN	ANSWERED BY

5 WHAT YOU CAN EXPECT FROM US — AND WHAT WE NEED FROM YOU

- We plan, manage and monitor our own work so that it is in compliance with all relevant requirements, and cooperate with you, the designers and the contractors to that end reg 11J
- We give you and the others on the project sufficient information about our work or design to help them comply with all relevant requirements regs 11K(3), 11L(3)
- If asked, we advise you whether any of the work is higher-risk building work regs 11K(5), 11L(5)
- To help you with your check under reg 11E we give you our competence declaration (KD-BR-CS-002); under reg 11I we tell you if we stop meeting the competence requirements regs 11E, 11I
- As principal contractor or principal designer, we sign our statement for the completion notice (KD-BR-DS-004, reg 16(4A)(e)), and within 28 days of our appointment ending we give you a document explaining the arrangements we put in place regs 11M(5), 11N(5)
- Where our work erects or extends a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply, or is done in connection with a material change of use after which the Order applies, and Part B imposes a requirement, the person carrying out the work gives fire safety information to the responsible person — tell us who that will be reg 38

WHAT WE NEED FROM YOU, AND BY WHEN

6 CLIENT'S ACKNOWLEDGEMENT

I have read this brief and had the chance to ask questions about it. I am aware of the duties it describes that I owe as client under the Building Regulations 2010 for this project. I understand that signing records my awareness only: it does not pass any of my duties to the issuing company, or any of its duties to me.

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

The client declined, or has not yet returned, a signature — the follow-up is recorded in section 7

7 ISSUING COMPANY'S RECORD OF ISSUE

ISSUED ON	HOW ISSUED	ISSUED TO	EXPLAINED BY
EXPLAINED AT	ACKNOWLEDGEMENT RECEIVED ON	FILED WHERE	

IF NOT ACKNOWLEDGED — THE FOLLOW-UP

Re-issue — whenever the client, the route, the dutyholders or this brief change:

DATE	WHY RE-ISSUED	VERSION	ISSUED TO	SIGNED BACK	ISSUED BY

8 HOW THIS BRIEF IS USED IN THE BUSINESS

WHO ISSUES IT ON EACH PROJECT	WHEN	STAFF BRIEFING RECORD

The people who issue this brief are briefed on it, and sign for that briefing on KD-CAS-PB-005 Policy Briefing and Acknowledgement Record.

9 BRIEF VERSION ADOPTED BY THE DIRECTOR

The director adopts the version of this brief named in section 1 for issue to clients, and names the person responsible for issuing it.

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.