

DUTYHOLDER COMPETENCE DECLARATION

PART 2A — FORM

A designer's or contractor's Part 2A declaration of competence, the evidence, and the duty to notify

KD-BR-CS-002 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 reg 8 competence check is a separate record, KD-CDM-SK-008. 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, Part 2B of the Building Regulations 2010 (in force from 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 11F: anyone carrying out building work or design work must have — as an individual, the skills, knowledge, experience and behaviours; as an organisation, the organisational capability — to carry out the work in accordance with all relevant requirements (reg 11F(1)) and to fulfil their duties as a contractor or designer (reg 11F(2)). A principal designer must have them for the principal designer duties (reg 11G(1)); a principal contractor for the principal contractor duties (reg 11H(1)). A request to carry out building or design work must not be accepted without meeting reg 11F(1) and (2) at the time of the appointment (reg 11E(6)), and nobody may act as principal designer or principal contractor without also meeting reg 11G(1) or 11H(1) then (reg 11E(7)). This is the appointee's declaration; the client's reasonable steps for a principal designer or principal contractor are recorded on KD-BR-AP-001.

CHECK BEFORE YOU SIGN OR GIVE THIS

The regulations' own wording and time limits govern. Check the current text of the Building Regulations 2010 at legislation.gov.uk before you sign or give this, and take advice where money or liability is at stake. A signature records what the signer confirms; it does not decide whether the work meets the building regulations.

1 THE DECLARANT AND THE WORK

DECLARANT	INDIVIDUAL OR ORGANISATION	ADDRESS	TELEPHONE / EMAIL
PROJECT	LOCATION OF THE WORK	GIVEN TO	
THE BUILDING WORK OR DESIGN WORK THIS DECLARATION COVERS			

The role, and the requirements declared — tick one:

- | | |
|--|--|
| ☐ Designer — regs 11F(1) and (2) | ☐ Principal contractor — regs 11F(1) and (2) and 11H(1) |
| ☐ Contractor — regs 11F(1) and (2) | ☐ Sole contractor, or sole or lead designer (reg 11D(6) or (7)) — regs 11F(1) and (2), and 11H(1) or 11G(1) as the prudent course: at completion it confirms its duties as a principal contractor or principal designer |
| ☐ Principal designer — regs 11F(1) and (2) and 11G(1) | |

2 WHAT PART 2A MEANS BY COMPETENCE (REG 11Q)

Behaviours (reg 11Q(4)) include complying with the relevant requirements — including refusing to carry out building work that would not comply, and design work where the building work could not be carried out in compliance — cooperating with other persons in relation to the work, and refusing work beyond your skills, knowledge or experience and asking others for assistance where necessary. Organisational capability (reg 11Q(3)) means appropriate management policies, procedures, systems and resources to ensure that the individuals under the organisation's control carrying out the work meet reg 11F(1) and (2) — and regs 11G(1) or 11H(1) for a principal designer or principal contractor — and that those in training are appropriately supervised.

3 SKILLS, KNOWLEDGE AND EXPERIENCE — THE EVIDENCE RELIED ON

EVIDENCE	WHAT IT SHOWS FOR THIS WORK	REFERENCE	ISSUED BY	DATE / EXPIRY	WHERE HELD

4 THE GENERAL DUTY AND BEHAVIOURS — REGS 11J AND 11Q(4)

☐ We plan, manage and monitor our work, and the work of the workers under our control, so that it complies with all relevant requirements — for design work, taking all reasonable steps to that end	reg 11J(1), (2)
HOW, AND THE EVIDENCE	REFERENCE

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☐ We refuse building work that would not comply with the relevant requirements, and design work where the building work could not be carried out in compliance reg 11Q(4)(a)

HOW, AND THE EVIDENCE	REFERENCE

☐ We cooperate with the client, designers and contractors to the extent necessary for the work to meet the relevant requirements reg 11Q(4)(b)

HOW, AND THE EVIDENCE	REFERENCE

☐ We refuse work beyond our skills, knowledge or experience, and ask others for assistance where necessary reg 11Q(4)(c)

HOW, AND THE EVIDENCE	REFERENCE

5 ORGANISATIONAL CAPABILITY — ORGANISATIONS ONLY (REG 11Q(3))

☐ Management policies and procedures that control who carries out the building or design work and check they meet reg 11F(1) and (2) reg 11Q(3)(a)

HOW, AND THE EVIDENCE	REFERENCE

☐ Systems and records showing how individuals' competence is checked, recorded and kept current reg 11Q(3)(a)

HOW, AND THE EVIDENCE	REFERENCE

☐ Resources: enough competent people, supervision and time for this work reg 11Q(3)

HOW, AND THE EVIDENCE	REFERENCE

☐ Supervision of individuals in training (section 6) regs 11F(4), 11Q(3)(b)

HOW, AND THE EVIDENCE	REFERENCE

DESIGNATED INDIVIDUAL (PD OR PC ONLY)	REASONABLE STEPS TAKEN TO BE SATISFIED OF THAT INDIVIDUAL

6 INDIVIDUALS IN TRAINING

The requirements in reg 11F(1) and (2) do not apply to an individual in training to fulfil them, and the person who asked them to carry out the work must ensure they are adequately supervised (reg 11F(3) and (4)). A person in training to fulfil the requirements of a principal designer or principal contractor may not be appointed to that role (reg 11F(5)).

INDIVIDUAL	IN TRAINING TOWARDS	SUPERVISED BY	HOW SUPERVISED AND RECORDED

7 DECLARATION

I declare for the declarant named in section 1 that, at the date below, it meets the requirements ticked in section 1 for the work described, on the evidence listed, and that the evidence is current. If it ceases to meet them it will notify the persons reg 11I requires (section 8). This declaration records what the declarant confirms; the person appointing still takes its own reasonable steps (reg 11E).

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

8 IF THE DECLARANT STOPS MEETING THE REQUIREMENTS — NOTIFICATION (REG 11I)

Where at any time a person ceases to satisfy reg 11F(1), 11F(2), 11G(1) or 11H(1) for any building or design work, it must notify: as principal designer or principal contractor — the client; as a designer where there is more than one contractor — the person who asked it to carry out the design work and the principal designer (the client, if none is appointed); as a contractor where there is more than one contractor — the person who asked it to carry out the building work and the principal contractor (the client, if none is appointed); in any other case — the person who asked it to carry out the work (reg 11I(1) to (3)). The regulation sets no form and no time limit: notify promptly, in writing, and keep the record here.

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REQUIREMENT STOPPED BEING MET ON	WHAT CHANGED	WHAT IS BEING DONE ABOUT IT
NOTIFIED — NAME AND ROLE	ALSO NOTIFIED — NAME AND ROLE	DATE AND HOW

9 RECEIVED BY THE PERSON APPOINTING

RECEIVED BY	FOR	DATE	RECORDED ON
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STEPS THE PERSON APPOINTING TOOK BEFORE PERMITTING THE WORK (REG 11E(2) AND (3))

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	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	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.