

HRB CHANGE ASSESSMENT AND NOTIFICATION RECORD

RECORD — CHANGE FILE

One proposed change classified against reg 26, and the notification or application made

KD-BSA-CA-002 Rev A0

One record per proposed change. It answers, in order: is this a controlled change (reg 18(1)); is it major, notifiable or recordable against the lists in reg 26; whose advice was sought; which agreed documents are revised (reg 18(2)(b)); the compliance explanation (reg 19(2)(g)); and what was sent to the regulator and what came back. The line in the change control log is KD-BSA-CC-001; the client's change control plan that sets who decides is KD-BSA-G2-006. Notifications and change control applications are made through the regulator's online service; this record is what they are prepared from.

The regulations' own wording and time limits govern — check the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 regs 18 to 26 and the regulator's current guidance before submitting, and take advice where the classification is in doubt. A notifiable change is not carried out until notified; a major change is not carried out until granted. The regulator decides the outcome; this record does not.

1 THE PROPOSED CHANGE

PROJECT REF	BUILDING AND ADDRESS	BSR APPLICATION REF	DATE	PREPARED BY
LOG ENTRY NO.	RAISED BY	DATE RAISED	WHERE / WHICH WORK	
DESCRIPTION OF THE PROPOSED CHANGE (REG 19(2)(B), 20(1)(A), 21(1)(D))				
REASONS THE CHANGE HAS BEEN PROPOSED (REG 19(2)(C), 20(1)(B), 21(2)(A))				

2 IS IT A CONTROLLED CHANGE? — REG 18(1)

☐ A change to the current plans (the plans that are an agreed document), or carrying out work other than in accordance with them.	reg 18(1)(a)
☐ A change to a stage of the work, including adding or removing a stage.	reg 18(1)(b)
☐ A change to any strategy, policy or procedure described in a current agreed document.	reg 18(1)(c)
IF NONE APPLIES — WHY THIS IS NOT A CONTROLLED CHANGE	

3 CLASSIFICATION — REG 26

Work down the major list first. Tick every item that applies and write the reason in the box below. The lists are for new higher-risk buildings; for work to an existing higher-risk building reg 26(1) applies the same heads to the building and to works to it, with the difference noted at the occupation item. "Active fire safety measures" include sprinklers, smoke control, fire and smoke dampers, fire alarm systems, lifts and lift shafts, fire mains and hydrants; "passive" include cavity barriers, fire door sets, duct dampers, fire shutters and other fire separating elements (reg 2(1)).

MAJOR CHANGES

☐ A material change of use to any part of the building.	reg 26(1)
☐ A change of use so that any part of the building is to become, or cease to be, a car park (whether for the occupiers or otherwise).	reg 26(1)
☐ A change which increases or decreases the external height or width of the building.	reg 26(1)
☐ A change to the number of storeys (including adding or removing a mezzanine or gallery floor).	reg 26(1)
☐ A change to the structural design or structural loading of the building.	reg 26(1)
☐ A change to the number or width of the staircases, or to the length of any other escape route or the number or width of any escape route (including evacuation lift).	reg 26(1)
☐ A change to the external wall, including a wall tie, wall restraint fixing or support system in the wall.	reg 26(1)
☐ A change to any part of the active or passive fire safety measures referred to in the fire and emergency file.	reg 26(1)
☐ A change to the layout or dimensions of the common parts.	reg 26(1)
☐ A change of any construction product or building element such that its replacement is of a lower classification under the reaction to fire classification.	reg 26(1), (2)
☐ A change to any assumptions made in the design as set out in the Building Regulations compliance statement.	reg 26(1)
☐ A change proposing occupation of any part of the building before all the work is completed (for work to an existing higher-risk building: where the building or part is not occupied during the work).	reg 26(1)
☐ A change to the number of flats, residential rooms or commercial units.	reg 26(1)

☐ A change the regulator has specified, by written notice for this work, as a major change. reg 25

NOTIFIABLE CHANGES

- ☐ A change to the construction control plan, other than a change to the schedule of appointments in it. reg 26(1)
- ☐ A change to the change control plan. reg 26(1)
- ☐ A change to the layout of a flat or a residential room. reg 26(1)
- ☐ A change to the number or dimensions of any openings in any wall, ceiling or other building element for any pipe, duct or cable. reg 26(1)
- ☐ A change to the wall tie, wall restraint fixing or support system in any wall or proposed wall, other than an external wall. reg 26(1)
- ☐ A change of any construction product or building element where its replacement is of the same or higher classification under the reaction to fire classification. reg 26(1), (2)
- ☐ Any other change to the fire and emergency file or the fire safety compliance information. reg 26(1)
- ☐ A change to the partial completion strategy. reg 26(1)
- ☐ A change to a staged work statement or a subsequent stages statement. reg 26(1)
- ☐ A change the regulator has specified, by written notice for this work, as a notifiable change. reg 25

Same design specification (reg 26(2)): where an agreed document specifies a construction product or building element in a specified class, the change to another product or element within the same design specification is a recordable change.

- ☐ MAJOR — change control application (reg 21) before the change is carried out or the related work starts
- ☐ NOTIFIABLE — notification (reg 20) before the change is carried out or the related work starts
- ☐ RECORDABLE — neither major nor notifiable: record, revise the agreed documents, then proceed

WHY THIS CLASSIFICATION — THE REG 26 ITEM RELIED ON, AND WHY THE OTHER LISTS DO NOT APPLY

4 ADVICE SOUGHT — REG 19(2)(E), 20(1)(C), 21(2)(B)

NAME	OCCUPATION	CONTACT	SUMMARY OF THE ADVICE GIVEN

5 AGREED DOCUMENTS AFFECTED — REG 18(2)(B), 19(2)(F)

AGREED DOCUMENT	CURRENT	REVISED (REF / REV)	WHAT WAS REVISED	PRODUCED

6 COMPLIANCE EXPLANATION — REG 19(2)(G)

(I) HOW THE WORK WILL, AFTER THE CHANGE, COMPLY WITH ALL APPLICABLE BUILDING REGULATIONS

(II) HOW THE AGREED-DOCUMENT STRATEGIES, POLICIES AND PROCEDURES WILL STILL MEET THE REGULATIONS

7 RELATED AND CONSEQUENTIAL CHANGES — REG 18(7) TO (11)

RELATED CHANGES (LOG NOS.)	IN THE SAME APPLICATION?	CONSEQUENTIAL ON A PENDING APPLICATION?

The regulator's guidance also says: submit a change for each building control approval application it affects, and separately for each stage of staged work; a partial completion strategy needed after approval without one is a major change.

8 THE SUBMISSION — NOTIFIABLE OR MAJOR ONLY

A notification is in writing, signed by the client, and contains (reg 20(1)) — tick each as it is ready:

☐	(a) a description of the proposed change	reg 20(1)(a)
☐	(b) the reasons it has been proposed	reg 20(1)(b)
☐	(c) the name and occupation of each person whose advice was sought, and a summary of the advice	reg 20(1)(c)
☐	(d) an assessment of the agreed documents affected	reg 20(1)(d)
☐	(e) the compliance explanation	reg 20(1)(e)
☐	(f) where given on the client's behalf, a statement signed by the client agreeing to it and confirming the information is correct	reg 20(1)(f)
☐	and it is accompanied by the revised version of the agreed document	reg 20(1)

A change control application is in writing, signed by the client, and includes (reg 21) — tick each as it is ready:

☐	the client's name, address, telephone number and (if available) email address	reg 21(1)(a)
☐	the same details for the principal contractor (or sole contractor) and the principal designer (or sole or lead designer)	reg 21(1)(b)
☐	a statement that the application is made under reg 21	reg 21(1)(c)
☐	a description of the proposed change	reg 21(1)(d)
☐	the reasons; the advice sought (name, occupation, summary); an assessment of the agreed documents affected; the compliance explanation	reg 21(2)(a), (b), (d), (e)
☐	where the change is to the number of flats or residential rooms, plans showing the number proposed	reg 21(2)(c)
☐	where made on the client's behalf, the client's signed statement agreeing to it and confirming the information is correct	reg 21(2)(f)
☐	the revised version of the agreed document	reg 21(2)
☐	levy, where reg 21(2)(g) applies: the building safety levy information (reg 17A), and either the reg 21(3) statements (levy charging conditions met) or the reg 21(4) statements (not met, explaining how)	reg 21(2)(g), (3), (4)
☐	levy: where a reg 21(3), 21(4)(b) or 21(4)(c) statement is included, evidence of its matters, with a statement identifying the application, sent to the collecting authority on the same day the application is made	reg 21(5)

The two levy lines apply only under the Building Safety Levy (England) Regulations 2025, from 1 October 2026 — and not to a change control application on a project whose original building control application was made before that date (regs 1(5), 1(6) and 41(1)(c) of those regulations). Reg 21(2)(g) covers a change control application for work providing dwellings, or bedspaces in purpose-built student accommodation, in a residential building. Take advice on the levy charging conditions.

SUBMITTED BY	DATE SUBMITTED	REGULATOR'S REFERENCE	RELATED WORK HELD FROM

9 THE OUTCOME

VALID — NOTIFIED (M)	DECISION DUE (M)	FURTHER INFORMATION ASKED (N)	INFORMATION SENT

- ☐ NOTIFIED — notification made (reg 18(4)); the regulator's guidance says to stop related work if it says a change control application was needed
- ☐ GRANTED — change control application granted (reg 24(8))
- ☐ GRANTED SUBJECT TO REQUIREMENTS — with the client's written consent (reg 24(2)(b)); requirements listed below
- ☐ REJECTED — with the regulator's reasons (reg 24(5)); the change is not carried out
- ☐ RECORDABLE — no submission; revised documents produced and the log entry made

REQUIREMENTS IMPOSED, AND HOW EACH WAS MET

LOG UPDATED (CC-001)	GOLDEN THREAD UPDATED	RELATED WORK RELEASED	CARRIED OUT / NOT

10 SIGNATURES

Prepared for the principal contractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Principal designer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Client — the classification and submission agreed:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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.