

Two of the documents that go with the building control approval application (reg 4(2)(b)(ii) and (iv) for higher-risk building work): the competence declaration, as Schedule 1 paragraph 1 prescribes it, and the change control plan, as paragraph 3 describes it. Both are the client's and both are signed by the client. The construction control plan is KD-BSA-G2-005; the log the change control plan feeds is KD-BSA-CC-001 and each change is assessed on KD-BSA-CA-002. The Part 2A appointment and competence records the declaration rests on belong in the client's file. For work that is not higher-risk building work, the appointments and competence declaration are KD-BR-AP-001 and KD-BR-CS-002.

A competence declaration is a declaration as to the truth of the statements in it, signed by the client. Schedule 1 and the regulator's current guidance govern; check both before submitting, and do not sign a statement the client's own records cannot support. Take advice where a serious sanction or a gap in the evidence is in question.

A1 COMPETENCE DECLARATION — THE WORK

PROJECT REF	BUILDING AND ADDRESS	BSR APPLICATION REF	DATE	PREPARED FOR THE CLIENT BY
CLIENT	APPLICATION DATE	WORK		

A2 THE PRINCIPAL DESIGNER — SCHEDULE 1 PARA 1(2)

PRINCIPAL DESIGNER	APPOINTED ON	CLIENT'S APPOINTMENT RECORD

The client states that it has complied with regulation 11E(2)(b) (consideration of past misconduct) of the Building Regulations 2010, and that, having taken all reasonable steps, it is satisfied that the principal designer named above fulfils the requirements in regulations 11F(1) and (2) and 11G(1) of the Building Regulations 2010. The client declares that this statement is true.

Statement made for the principal designer — the client's evidence is on file

Reg 37 (not part of the declaration): the client has taken all reasonable steps to satisfy itself that the principal designer is able to fulfil regs 32 and 33 (occurrence reporting) — evidence on file

A3 THE PRINCIPAL CONTRACTOR — SCHEDULE 1 PARA 1(3)

PRINCIPAL CONTRACTOR	APPOINTED ON	CLIENT'S APPOINTMENT RECORD

The client states that it has complied with regulation 11E(2)(b) (consideration of past misconduct) of the Building Regulations 2010, and that, having taken all reasonable steps, it is satisfied that the principal contractor named above fulfils the requirements in regulations 11F(1) and (2) and 11H(1) of the Building Regulations 2010. The client declares that this statement is true.

Statement made for the principal contractor — the client's evidence is on file

Reg 37 (not part of the declaration): the client has taken all reasonable steps to satisfy itself that the principal contractor is able to fulfil regs 32 and 33 (occurrence reporting) — evidence on file

A4 SOLE CONTRACTOR, OR SOLE OR LEAD DESIGNER — SCHEDULE 1 PARA 1(4) (WHERE APPOINTED INSTEAD)

SOLE CONTRACTOR / SOLE OR LEAD DESIGNER	WHICH	APPOINTED ON

The client states that it has complied with regulation 11E(2)(b) of the Building Regulations 2010, and that, having taken all reasonable steps, it is satisfied that the person named above fulfils the requirements in regulations 11F(1) and (2) of the Building Regulations 2010. The client declares that this statement is true.

Statement made for the sole contractor, or sole or lead designer — the client's evidence is on file

A5 OTHER PERSONS APPOINTED — SCHEDULE 1 PARA 1(1)(C), (5)

For each: the client states that it has been informed by the person appointing them that the appointing person has complied with regulation 11E(2)(b) (consideration of past misconduct) of the Building Regulations 2010, and declares that this statement is true.

PERSON APPOINTED	ROLE	APPOINTED BY	HOW AND WHEN INFORMED	RECORD REF

PERSON APPOINTED	ROLE	APPOINTED BY	HOW AND WHEN INFORMED	RECORD REF

A6 RECORDS ATTACHED AND SIGNATURE — SCHEDULE 1 PARA 1(6)

- ☐ There is more than one contractor for the work: a copy of each record the client created under regulation 11D(8) or 11D(9) of the Building Regulations 2010 is attached
- ☐ There is only one contractor for the work: para 1(6)(b) does not apply

RECORDS ATTACHED

A7 SIGNATURES

The client declares that the statements in sections A2 to A5 are true.

Signed by the client:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

B1 CHANGE CONTROL PLAN — SCHEDULE 1 PARA 3

The strategies, policies and procedures the client has adopted to ensure any controlled change takes place in accordance with reg 18, and to log each controlled change in accordance with reg 19. Once approved it is an agreed document; a change to it is a notifiable change (reg 26(1)).

PLAN REVISION / DATE	PLAN OWNER FOR THE CLIENT	LOG KEPT BY

(A) HOW PROPOSED CHANGES WILL BE IDENTIFIED, AND TO WHOM THEY MUST BE REPORTED

(B) HOW THE IMPACTS OF PROPOSED CHANGES ARE IDENTIFIED AND CONSIDERED

(C) THE DECISION-MAKING PROCEDURES FOR AGREEING A CHANGE, INCLUDING WHOSE ADVICE IS TO BE SOUGHT

(D) HOW CHANGES ARE RECORDED, AND BY WHEN

(E) THE PROCEDURE TO IDENTIFY WHICH CHANGES NEED NOTIFICATION AND WHICH NEED A CHANGE CONTROL APPLICATION

(F) HOW THE DUTYHOLDERS WILL REVIEW THE EFFECTIVENESS OF THIS PLAN PERIODICALLY

B2 SIGNATURES

Adopted by the client:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Principal contractor — received:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Principal designer — received:

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.