

HRB COMPLETION DECLARATIONS AND NOTICE

Reg 40 — compliance declarations, the client's statements and the completion date notice

DECLARATIONS — CLIENT FILE

KD-BSA-G3-007 Rev A0

The statements a completion certificate application needs (reg 40), in one place: the notice of the completion date (reg 40(2)(a)), the client's statement (reg 40(1)(e)), a compliance declaration from each principal contractor and each principal designer (reg 40(2)(f), (5)), the client's reasons where one cannot be obtained (reg 40(3)), the client's statement where someone applies on its behalf (reg 40(2)(g)) and, from 1 October 2026 where it applies, the levy liability statement (reg 40(1)(g)). The application itself is made through the regulator's online service. Every other item, the reg 38 handover and the joint statement with the relevant person are on KD-BSA-CL-008. For building work that is not higher-risk building work, the completion notice and client statement are KD-BR-CO-003 and the dutyholder statements KD-BR-DS-004.

These are declarations and statements with legal consequences. The regulations' own wording governs — check reg 40 and the regulator's current guidance before signing or submitting, and take advice where a declaration is in doubt. Do not sign what is not true. A valid application is determined within 8 weeks beginning with its receipt, or a longer period agreed in writing (reg 41); the regulator inspects the work and decides (regs 43, 44).

1 THE WORK AND THE APPLICANT

PROJECT REF	BUILDING AND ADDRESS	BSR APPLICATION REF	DATE	PREPARED BY
CLIENT (APPLICANT)	WORK	APPLYING ON THE CLIENT'S BEHALF		

2 NOTICE OF THE COMPLETION DATE — REG 40(2)(A)

Notice is given that the building work described in section 1, for which building control approval was granted under the application reference above, was completed on the date below.

DATE THE BUILDING WORK WAS COMPLETED	NOTICE GIVEN BY	SIGNATURE

3 CLIENT'S STATEMENT — REG 40(1)(E)

The client confirms that, to the best of its knowledge, the following, as built, complies with all applicable requirements of the building regulations (tick the one that applies):

☐ HRB work — the higher-risk building ☐ A stage of HRB work — the stage ☐ Work to an existing HRB — the work

3a SIGNATURES

Signed by the client:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

4 COMPLIANCE DECLARATION — PRINCIPAL CONTRACTOR (OR SOLE CONTRACTOR) — REG 40(2)(F), (5)

One declaration from each principal contractor (or sole contractor) for the work, signed by that dutyholder. Not needed for a dutyholder whose appointment ended earlier and whose statement was already given to the regulator under reg 29 for that part of the work. Where there was more than one, copy this section.

NAME	ADDRESS		
TELEPHONE	EMAIL (IF AVAILABLE)	APPOINTED FROM	APPOINTED TO

We confirm that we fulfilled our duties as principal contractor under Part 2A (dutyholders and competence) of the Building Regulations 2010 for the work described in section 1, for the dates of appointment stated above.

The regulation prescribes this confirmation as it stands. If it cannot be given, do not qualify it here: the client gives its reasons in section 6.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

5 COMPLIANCE DECLARATION — PRINCIPAL DESIGNER (OR SOLE OR LEAD DESIGNER) — REG 40(2)(F), (5)

One declaration from each principal designer (or sole or lead designer) for the work, signed by that dutyholder. Not needed for a dutyholder whose appointment ended earlier and whose statement was already given to the regulator under reg 29 for that part of the work. Where there was more than one, copy this section.

NAME		ADDRESS	
TELEPHONE	EMAIL (IF AVAILABLE)	APPOINTED FROM	APPOINTED TO

We confirm that we fulfilled our duties as principal designer under Part 2A (dutyholders and competence) of the Building Regulations 2010 for the work described in section 1, for the dates of appointment stated above.

The regulation prescribes this confirmation as it stands. If it cannot be given, do not qualify it here: the client gives its reasons in section 6.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

6 WHERE A COMPLIANCE DECLARATION CANNOT BE OBTAINED — REG 40(3)

The client's statement giving the reasons why the declaration has not been provided. It goes with the application in place of the missing declaration.

DUTYHOLDER	ROLE	APPOINTMENT DATES
STEPS THE CLIENT TOOK TO OBTAIN THE DECLARATION		
THE REASONS THE DECLARATION HAS NOT BEEN PROVIDED		

SIGNED BY THE CLIENT	ROLE	DATE

7 WHERE THE APPLICATION IS MADE ON THE CLIENT'S BEHALF — REG 40(2)(G)

The client confirms that it agrees to the completion certificate application being made by the person named in section 1, and that the information contained in the application is correct.

SIGNED BY THE CLIENT	ROLE	DATE

8 LEVY LIABILITY STATEMENT — FROM 1 OCTOBER 2026, REG 40(1)(G), (3A), (3B)

Only where building safety levy information was required with the building control application or an updated application (reg 4(1)(f), 12(1)(f) or 21(2)(g)). The levy rules do not apply to building control applications made before 1 October 2026. Signed by the named client. The regulator must reject the application unless the collecting authority's notice agreeing with this statement has been received from each collecting authority (reg 44(2A)).

- ☐ NOT APPLICABLE — no building safety levy information was required with the application
- ☐ (a) A notice of no charge has been given in relation to the application, or an updated application relating to it, and has not been cancelled (where there is more than one collecting authority: each has given one and none has been cancelled)
- ☐ (b) The levy liability amount in relation to the application, or an updated application relating to it, has been paid in full

COLLECTING AUTHORITY(IES)	NOTICE OR PAYMENT REFERENCE / DATE	SIGNED BY THE NAMED CLIENT

After applying, where a levy liability statement is included: on a day no earlier than the application, the named client gives the collecting authority a signed statement that the application has been made (identifying each building control application it relates to) and a copy of the levy liability statement, and tells the regulator the same day. The authority has 10 working days to tell the regulator whether it agrees (Building Safety Levy (England) Regulations 2025 reg 63(3), (4)).

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.