

Building Regulations Dutyholder responsibilities

March 2024 - v1

Dutyholder	Building Control Body (BCB)	Registered Building Inspector competency class	Client	Designer	Principal Designer	Principal Contractor	Contractor
Project type							
Domestic Project			<p>Responsibilities</p> <ul style="list-style-type: none"> Allocate enough time and resource for the building work to comply with building regulations Appoint designers and contractors Co-operate with anyone working on, or in relation to the project, so everyone involved can comply with their duties and functions <p>Information Sharing</p> <ul style="list-style-type: none"> Details of known work that has been carried out Surveys carried out and kept from a mortgage application, or prior to any building work <p>Mandatory Communication</p> <p>Arrange for submission of relevant notices and compliance statements.</p>	<p>Undertake domestic client duties and responsibilities as necessary.</p>	<p>Option to appoint PD but if not appointed designer in control of the design phase of the project is the principal designer</p>	<p>Option to appoint PC but if not appointed contractor in control of the construction phase of the project is the principal contractor</p>	<p>Undertake domestic client duties and responsibilities as necessary.</p>
Non High Risk-Building	Local Authority / Registered Building Control Approver	<p>Class 1 (if supervised)</p> <p>Class 2 (categories A-F)</p> <p>Class 3 (category G only)</p> <p>Class 4 with relevant sub category qualification.</p> <p>Class categories are linked to building types and heights</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> Allocate enough time and resource for the building work to comply with building regulations Establish, review, and maintain systems and arrangements to meet building regulations Co-operate with others working on the project so they can comply with their duties Enable co-operation between designers and contractors <p>Information Sharing</p> <p>Information relating to:</p> <ul style="list-style-type: none"> the building work or design work the planning and management of the project any issues involving compliance with relevant requirements and how they have been addressed. <p>Mandatory Communication</p> <p>For projects involving multiple designers / contractors appoint in writing:</p> <ul style="list-style-type: none"> principal designer to be in control of design work principal contractor to be in control of the building work <p>Both Organisation and competent individual to be named.</p> <ul style="list-style-type: none"> Notify in writing any changes to client, principal designer or principal contractor identities/appointments within 14 days Submit relevant notices and compliance statements when required. <p>If Multiple Clients</p> <ul style="list-style-type: none"> All clients can appoint a Lead Client in writing Lead Client takes on Client duties. Other clients retain similar duties including cooperation, information provision and periodic review of arrangements. 	<p>Responsibilities</p> <ul style="list-style-type: none"> Do not start any design work unless you are satisfied the client is aware of what their legal duties are Take all reasonable steps to make sure the design work carried out by you, or other designers you manage, is planned, managed and monitored During the design phase, you must be satisfied that a design, if built, complies with all relevant requirements. This means you must: <ul style="list-style-type: none"> check that you, or other designers you manage, have taken all reasonable steps to make sure a design, if built, complies with all relevant requirements co-operate with the client, other designers, contractors, the principal designer, and principal contractor <p>If only a single designer is involved they automatically become the principal designer.</p> <p>Information Sharing</p> <ul style="list-style-type: none"> Provide sufficient information about the design, construction and maintenance of the building to the client and other designers and contractors Provide advice, when requested, to the principal designer or client on whether any design work you are doing relates to higher-risk building work <p>Mandatory Communication</p> <p>You must tell the principal designer if you are concerned that:</p> <ul style="list-style-type: none"> your design work makes other design work non-compliant other design work makes your design work non-compliant <p>Notify whoever appointed you if there are any changes in competency including individuals.</p> <p>Competency</p> <p>General Requirements</p> <p>Skills, Knowledge, Experience and Behaviours necessary to fulfill the role</p> <p>Individuals -</p> <ul style="list-style-type: none"> Cooperate with others working on the project Refuse to carry our work that is beyond competency Make sure work complies with relevant requirements and refuse to carry out non compliant work. Ask for assistance from others when necessary <p>Organisations -</p> <ul style="list-style-type: none"> Policies, systems and resources must be in place Actively monitor and supervise their people Provide sufficient time and resources to do the job. Adequately supervise any trainees <p>Demonstrated by completed formal training and/or providing a portfolio of work detailing relevant experience and knowledge.</p> <p>Serious Sanctions</p> <ul style="list-style-type: none"> For Higher Risk Buildings tell whoever has appointed you if you (individual or Organisation) has been issued with a serious sanction 	<p>Responsibilities</p> <p>As Designer plus:</p> <ul style="list-style-type: none"> Be a Member of the design team with design responsibility Plan, manage, monitor and co-ordinate matters related to the design work Take reasonable steps to make sure all designers comply with their duties under building regulations Assess design work to make sure all designers produce designs that comply with relevant building regulations If there is a principal contractor working on the project, you must consider any comments they make in relation to compliance with building regulations. <p>Mandatory Communication</p> <p>Provide a signed statement of design compliance with the Building Regulations to the client no later than 5 days following practical completion.</p> <p>Support the submission of relevant notices</p> <p>Additional Competency</p> <p>Principal designers should be able to:</p> <ul style="list-style-type: none"> set out a plan to achieve design work compliance control changes to the plan and monitor risks to design work compliance co-ordinate designers' work related to achieving the plan communicate with principal contractors about design work compliance monitor progress against the plan through to the end of the design phase Technical framework for compliance Principal designers should understand technical guidance, codes of practice and standards. This is so they can assess, challenge and build design team consensus on design compliance. PAS 8671 compliance recommended <p>Additional HRB Duties</p> <ul style="list-style-type: none"> Undertake frequent inspections of all design work Promptly review the reports submitted on the mandatory occurrence reporting system Decide if any action is needed <p>Mandatory Communication</p> <ul style="list-style-type: none"> Establish and operate a mandatory occurrence reporting system that enables prompt reporting Submit mandatory occurrence notices and reports to BSR Store the required information about the building (also known as the golden thread), and provide it to the client and the principal contractor as necessary <p>Information Sharing</p> <ul style="list-style-type: none"> Keep and share with the client the steps you have taken to make sure those you appoint to do design work meet the competence requirements You must share information about how the occurrence reporting system works with: <ul style="list-style-type: none"> designers, contractors and others working on the project, before they begin any work BSR, when requested 	<p>Responsibilities</p> <p>As Contractor plus:</p> <ul style="list-style-type: none"> Plan, manage, monitor and co-ordinate matters related to the building work. This means you must: <ul style="list-style-type: none"> make sure building work done by all contractors is co-ordinated so that it complies with all relevant requirements assess building work to make sure it complies with relevant building regulations never accept non-compliant building work work with the principal designer and share information about planning, managing, monitoring and co-ordinating the design and building work assist the client in providing information to others, if requested You must take reasonable steps to make sure anyone working on the building work co-operates, communicates and co-ordinates their work with: <ul style="list-style-type: none"> the client the principal designer other contractors and designers If there is a principal designer working on the project, you must consider any comments they make in relation to compliance with building regulations. <p>Mandatory Communication</p> <p>Provide a signed statement of construction compliance with the Building Regulations to the client no later than 5 days following practical completion.</p> <p>Support the submission of relevant notices</p> <p>Additional Competency</p> <p>Principal Contractors should be able to:</p> <ul style="list-style-type: none"> Understand applicable legislation and recognise obligations regarding building safety Capable of managing building work including knowledge of risk and how to mitigate them Appoint competent contractors and suppliers and procure quality materials, products and building systems Manage and coordinate contractors, suppliers and service providers by: <ul style="list-style-type: none"> Identifying, assessing, inspecting and testing of safety critical materials components and building systems Ensuring any time or budgetary pressures do not impact on building safety Lead a project using learning, experiences and knowledge of standards and best practices and be able to take control of a build, manage change control and also delegate and empower others Lease with client, other stakeholders and regulatory bodies Define the individual competencies required on a project and develop others to fill any gaps Managing the quality of building work through communicating with and monitoring the work of other contractors including recognition and management of alterations or deviations Develop digital systems to manage accurate and reliable information in relation to the build. PAS 8672 compliance recommended <p>Additional HRB Duties</p> <ul style="list-style-type: none"> Undertake frequent inspections of all building work Promptly review the reports submitted on the mandatory occurrence reporting system Decide if any action is needed <p>Mandatory Communication</p> <ul style="list-style-type: none"> Establish and operate a mandatory occurrence reporting system that enables prompt reporting Submit mandatory occurrence notices and reports to BSR Store the required information about the building (also known as the golden thread), and provide it to the client and the principal contractor as necessary <p>Information Sharing</p> <ul style="list-style-type: none"> Keep and share with the client the steps you have taken to make sure those you appoint to do design work meet the competence requirements You must share information about how the occurrence reporting system works with: <ul style="list-style-type: none"> designers, contractors and others working on the project, before they begin any work anyone who enters the work site, as soon as possible BSR, when requested 	<p>Responsibilities</p> <ul style="list-style-type: none"> Do not start any building work unless you are satisfied the client understands what their legal duties are Take all reasonable steps to make sure the building work carried out by you, or other contractors you manage, is planned, managed and monitored Co-operate with the client, designers and contractors (including the principal designer and principal contractor) to make sure the building work complies with all relevant requirements. Make sure building work that you and others you manage carry out complies with all relevant requirements <p>If only a single contractor is involved they automatically become the principal contractor.</p> <p>Information Sharing</p> <ul style="list-style-type: none"> provide each worker you are responsible for with appropriate supervision, instructions and information provide sufficient information about the building work to assist the client, other contractors and designers to comply with relevant requirements provide advice, when requested, to the principal contractor or client on whether any work is higher-risk building work <p>Mandatory Communication</p> <p>You must tell the principal contractor if you are concerned that:</p> <ul style="list-style-type: none"> your building work makes other building work non-compliant other building work makes your building work non-compliant <p>Notify whoever appointed you if there are any changes in competency including individuals.</p> <p>Competency</p> <p>General Requirements</p> <p>Skills, Knowledge, Experience and Behaviours necessary to fulfill the role</p> <p>Individuals -</p> <ul style="list-style-type: none"> Cooperate with others working on the project Refuse to carry our work that is beyond competency make sure work complies with relevant requirements and refuse to carry out non compliant work. Ask for assistance from others when necessary <p>Organisations</p> <ul style="list-style-type: none"> Policies, systems and resources must be in place actively monitor and supervise their people provide sufficient time and resources to do the job. Adequately supervise any trainees <p>Demonstrated by completed formal training and/or providing a portfolio of work detailing relevant experience and knowledge.</p> <p>Serious Sanctions</p> <ul style="list-style-type: none"> For Higher Risk Buildings tell whoever has appointed you if you (individual or Organisation) has been issued with a serious sanction
Higher Risk Building	Building Safety Regulator	<p>Class 1 (if supervised)</p> <p>Class 3 (category H only)</p> <p>Class 4 (who holds class 2 competency must be supervised)</p>	<p>Additional HRB Duties</p> <ul style="list-style-type: none"> Make sure the principal designer and principal contractor have a mandatory occurrence reporting system in place Allow for a periodic review of the building and design work to identify whether it is higher-risk building work Keep a written record of the steps taken to make sure those appointed meet the competence requirements to carry out their duties Provide details about the competence of those appointed in the competence declaration and the construction control plan when managing building control application <p>Information Sharing</p> <ul style="list-style-type: none"> Provide information to designers and contractors so they are aware the project involves higher-risk building work Put in place a record of information about the building (The Golden Thread) and provide to all relevant individuals and organisations <p>Manage the Application for Building Control Approval to include:</p> <ul style="list-style-type: none"> drawings and plans a competence declaration a construction control plan a change control plan Building Regulations Compliance Statement Fire and Emergency File Site Location Plan a mandatory occurrence reporting plan Location of New Drains and Private Sewers Staged Work statement where applicable Partial Completion Statement where applicable 				

Sources as at March 2024
<https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements#competence-requirements>
<https://www.gov.uk/guidance/registered-building-inspectors>
<https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings>
https://assets.publishing.service.gov.uk/media/65bb9459cc6fd6000d5d4e4f/Building_Circular_Letter_-_Changes_to_the_building_control_process_update_January_2024.pdf
<https://www.gov.uk/guidance/operating-a-mandatory-occurrence-reporting-system>