

Building Control Consultations

500 Series: Fire Engineering & Fire Safety Systems

SUMMARY

This note details the job step processes and associated guidance for recording fire safety database data with regard to:

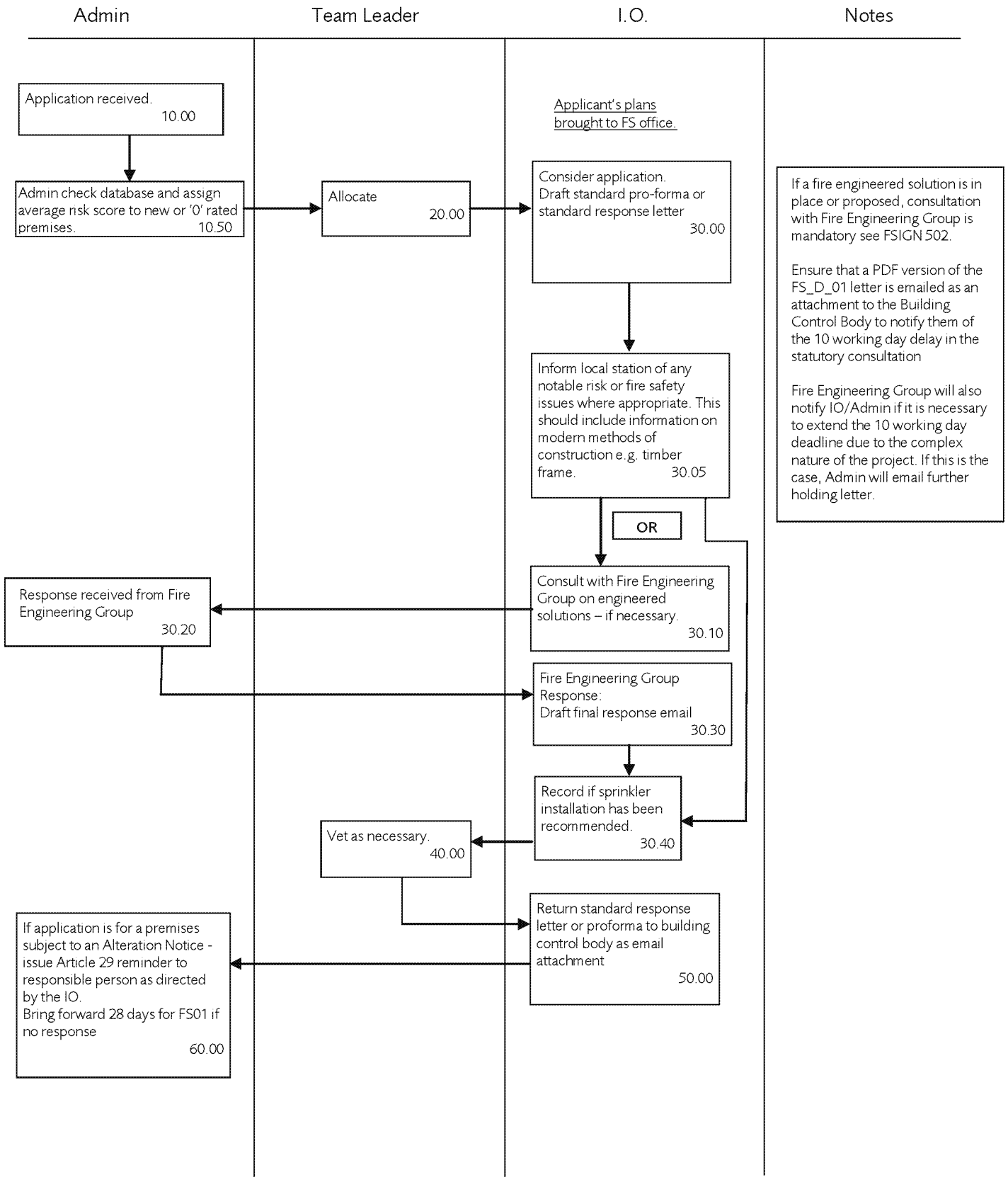
The process to record building control consultations submitted by local authorities and approved inspectors.

Number:	S500:D
Date:	March 2003
Authority:	Assistant Commissioner (Fire Safety Regulation)
Distributor:	FSR Policy Group
Owner:	FSR PSG

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## Job Flow Chart



## Job Step Guidance

JOB STEP REF.	ACTION	ACTION BY:	STANDARD DOCUMENT	NOTES
10.00	<b>AT HQ</b> Application received in triage	Admin		Refer also to policy FSIGN 501. If completion form is received (see FSIGN 501) pass to TL who will decide what action, if any, to take. (If plans received under Town & Country Planning Act, deal with under procedure E3).
10.50	Where premises is new or has a current '0' risk score, apply an average risk score	Admin		Refer to FSIGN 116
20.00	TL/Admin allocates	TL/Admin		
30.00	Considers application and draft response	I.O.	FS_D_01 FS_D_01_01 FS_D_01_02	Use agreed Building Control Body (BCB) pro-forma if provided / or standard response letter. Wherever appropriate restrict the advice to that on pro-forma. Plans should not be marked up. Comment should be made on the BCB proforma or standard response letter. If the premises concerned is subject to an Alterations Notice and the Authority have not been notified of <u>these</u> proposals, the IO should evaluate any change in risk and indicate to admin whether or not an Article 29 letter should be sent. (See Note 1).
30.05	Inform local station of any notable risk or fire safety issues where appropriate.	I.O.	SFS;_A020_a2a	This should include modern methods of construction, e.g. timber frame
30.10	Consult as appropriate with Fire Engineering Group (FEG).	I.O.	FS_D_01 SFS_I005_a5a	Refer to FSIGN 502. For buildings where the plans indicate an engineered solution is in place or being proposed, consult as appropriate with Fire Engineering Group (FEG) as a matter of urgency and send email with holding statement to relevant BCB advising of a 10-working-day delay as a result of the consultation with FEG. If FEG contact IO/Admin with extended deadline send additional email informing BCB of further delay.
30.20	Final response received from FEG regarding engineered solution.	Admin		
30.30	Final response from FEG: Draft final response email.	I.O.	FS_D_01	
30.40	Record if sprinkler installation was recommended	I.O.		Complete this step to indicate that sprinkler installation was advised.
40.00	T.L. vets as necessary.	T.L.		
50.00	Email copy of pro-forma (and plans if applicable) to BCB.	I.O.	FS_D_01	Document naming protocol is 'building control response' followed by job number. Response letter should be converted into PDF. CC copy of response to admin mailbox for vetting & upload to portal. Subject field on email will be: 'Building control response', first line of the address, file no., job no., date (DDYYMM).

				<p>Covering email should read :</p> <p>Dear Name of Building Control Officer</p> <p><b>PREMISES ADDRESS</b></p> <p>Please find attached a copy of our response letter to your building control consultation dated XXXX.</p> <p>If you would like a paper copy of the attached letter then please email the FSR North/South mailbox (as specified on the attached letter)</p> <p>Any queries regarding the attached letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.</p> <p>Yours sincerely</p> <p>IO name and contact details</p>
60.00	Send Article 29 reminder letter with Article 29 guidance document.	IO/Admin	FS_D_02 FS04_02	<p>I.O. will email as an attachment Article 29 reminder letter to responsible person. Hard copy will be forwarded by admin.</p> <p>Enter Bring Forward for 28 days. If no response to the letter has been received start FS01 job and inspect premises.</p> <p><b>Note 1: Under the terms of an Alterations Notice, the responsible person is required to notify the Authority only of changes "which may result in a significant increase in risk". An Article 29 letter need only be sent where this is the case. If the proposals do not increase the risk DO NOT send the Article 29 letter.</b></p>

Associated Letters

Description	Reference
Record of consultation - advice given	FS_D_01
Insufficient detail supplied	FS_D_01_01
Applicable standard conditions	FS_D_01_02
Article 29 letter	FS_D_02
Article 29 Guidance Document	FS04_02
Fire Engineering Group Consultation Memorandum	SFS_I005_a5a

## Progress Sheet

Job Number:	File Number:
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Job step ref	Action	Form Number	Date step began	Time spent (to nearest 5 minutes)	Date step ended	Re-minder date	Admin Initials	
10.00	BC Consultation received in Triage			N/A		N/A		M
10.50	Apply average risk score as per FSIGN 116		N/A	5		N/A		
20.00	TL/Admin allocates			N/A		N/A		
30.00	Plans inspection and draft response	FS_D_01 FS_D_01_01 FS_D_01_02				N/A		M
30.05	Inform local station of any notable risk or fire safety issues	SFS_A020_a2a	N/A	10		N/A		
30.10	Engineered solution - consultation with Fire Engineering Group	SFS_I005_a5a FS_D_01		N/A				
30.20	Response received from Fire Engineering Group		N/A			N/A		
30.30	Response from Fire Engineering Group: IO drafts final response email	FS_D_01				N/A		
30.40	Record sprinkler installation advised		N/A	10		N/A		
40.00	TL vets if necessary			N/A		N/A		
50.00	Email sent to Building Control Body			N/A		N/A		M
60.00	Article 29 Reminder email sent	FS_D_02 FS04_02	N/A	N/A				
<b>Notes:</b>								
10.00	Where possible, consider detector types, settings and siting in conjunction with premises use to determine fire alarm and fire detection system suitability and potential fire safety management controls in regard to minimising false alarms and avoiding false alarms being transmitted to the F&RS as Unwanted Fire Signals. Add an appropriate comment in this regard to the response.							
30.00	Refer to FSIGN 502. If consultation takes place then admin must send a holding email notifying the Building Control Body of a delay of 10 working days to the statutory consultation. (Fire Engineering Group may inform Fire Safety Team of a further extended deadline if necessary if this occurs admin must send an additional holding email to BCB)							
30.10 & 30.20	Reminder is 28 days. If copies of the proposals are not received from the responsible person an inspection of the premises is to be carried out under Procedure FS01. Record as a Reactive Visit.							
30.40	The IO is to record if sprinkler installation has been recommended by completing this step.							
50.00	Document naming protocol is 'building control response' followed by job number. Response letter should be converted into PDF. CC copy of response to admin mailbox for vetting & upload to portal. Subject field on email will be: 'Building control response', first line of the address, file no., job no., date (DDYYMM).							
60.00	Step 60 reminder is 28 days. If copies of the proposals are not received from the responsible person an inspection of the premises is to be carried out under Procedure FS01. Record as a Reactive Visit.							

"M" INDICATES MANDATORY STEP

## Document History

### Impact assessments

An Equality or Sustainability Impact Assessment was completed on:

Equality Impact Assessment	xx/mm/yyyy	Sustainability Impact Assessment	30/03/2015
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### Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Communication via email changes made	
10.00	Instruction reworded	22/06/10
30	Instruction to copy plans removed	29/06/10
30.30	New Step	07/07/2012
20.10/30.30	New 20.10 Step, Additional FEG clarification to step @ 30.30 + FSIGNs updated	24/09/2012
All	FSPRO - reformat	01/10/2012
30.40	Addition of this step to record sprinkler advice	21/12/2012
30.40	Clarified this being the IO to complete	07/06/2013
10.50/20.10	Added new step 10.50 deleted step 20.10 – withdrawal of FS14	22/04/2015