

Fire Safety Information & Guidance Note

FSR Ref:

Consultation With Local Authority Building Control Officers And Approved Inspectors

FSIGN 501

Old Inst.: SFS:G025:a3

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*500 Series: Fire Engineering
& Fire Safety Systems*

Summary

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (The Order) in London.

This Note is intended for internal use, providing information and guidance on consulting with Local Authority and approved Building Control Bodies, as required under existing legislation, that has not been covered under existing Building Regulations guidance.

This Note is one of a series produced by Fire Safety Regulation HQ Policy Groups to provide additional advice and guidance to officers and Fire Safety Teams on various subjects related to their role.

Where appropriate this Note should be used for learning and staff development purposes.

Contents

Summary.....	1
1 Introduction.....	3
2 Policy statement on consultation with building control bodies (BCB): General principals.....	3
3 Receipt/despatch of consultation documentation.....	3
4 Initial vetting of applications by BCB	3
5 Timescale and marking of plans	4
6 Building Regulations applications	5
7 Building works classification.....	5
8 Complex buildings/fire engineered solutions	6

9	Monitoring during construction	6
10	Partial occupation prior to completion	7
11	Provision of completion certificates.....	7
12	Notification of MoE completion/occupation	7
13	Direct approach by a developer to the Brigade	8
14	Conflict in the Brigade's and BCB's comments	8
15	Relaxation of Building Regulations.....	8
16	Amended Plans	8
17	Fire safety information – Regulation 38.....	9
18	Local working arrangements.....	9
	Appendix 1 - Consultation Pro-forma (for information only).....	10
	Appendix 2 - Specimen 'Completion' spreadsheet.....	13
	Document History.....	14

1 Introduction

- 1.1 N.B. Throughout this Note, reference is made to Building Control Bodies (BCB) which may be either Local Authority Building Control Authorities or Approved Inspectors.
- 1.2 The Building Regulations and Fire Safety Procedural Guidance, issued by Communities and Local Government (CLG) in September 2006, outlines the recommended format for consultation procedures between the Fire Authority (FA) and the Building Control Bodies. Both the current Brigade policy on consultation with BCB and the procedural guidance have been reviewed and compared. The main basic principles outlined in the procedural guidance are in line with the current Brigade policy. There are, however, some areas that were not fully covered in current Brigade policy, and the opportunity has been taken to update the policy as outlined below.

2 Policy statement on consultation with building control bodies (BCB): General principals

- 2.1 The duty to consult under section 15 of the Building Act 1984, the Building (Approved Inspectors etc.) Regulations 2000 Regulation 13 and Articles 45 and 46 of the Regulatory Reform (Fire Safety) Order 2005 (the Order) rests in all cases with the BCB.

3 Receipt/despatch of consultation documentation

- 3.1 The BCB will make all relevant plans etc. available to the Brigade using the agreed consultation pro-forma (see Appendix 1 to this note). The documents will be stamped with the date of receipt. Where the building is subject to an Alterations Notice under the Order, the responsible person will be sent a copy of the letter FS_D_02 in accordance with the D Procedure. Having considered the application and commented as appropriate, the original documentation will be uploaded to the relevant electronic file. A signed photocopy of the consultation pro-forma will be returned to the BCB within the time scales indicated.

4 Initial vetting of applications by BCB

- 4.1 There is no value in the Brigade being consulted on plans which the BCB intends to reject as failing to comply with the Building Regulations. The BCB will therefore first vet applications and form a view as to their suitability prior to consulting the Brigade in the case of those applications falling within the legislative scope for consultation.
- 4.2 An Approved Inspector (AI) has no formal mechanism for the rejection of plans but will inform the depositor of amendments that are required to ensure compliance with the Building Regulations. Consultation will not take place until the method of compliance with the regulations is clear. However, in order to ensure consultation takes place within a reasonable time frame, design details which do not comply may be forwarded for consultation, but where this is the case they will be accompanied by the comments/requirements of the AI. It is common for residential buildings to be constructed on a speculative basis. These buildings often contain areas granted planning permission for specific uses, but only the shell is constructed by the developer. In these cases the Building Regulation application will be for the shell only. No details with regard to means of escape and other requirements are provided because they are outside the scope of the work being controlled. Adequate access arrangements should be commented on. The scope of the Building Regulation approval will be defined as being for the shell only. Despite this the AI is still under a statutory duty to consult.

- 4.3 A response that 'insufficient details are available for comment to be made' causes confusion. This can be interpreted by the AI as a 'no comment' response, as complete details of the work under the control of the AI may have been provided. No further consultation would therefore take place with regard to these works. A final certificate will be issued for the construction of the shell. It is therefore important to ensure that the opportunity to make constructive comment is taken, even if it is restricted to such matters as access, using the pro-forma and contact name provided. A subsequent application may then follow containing details of the occupancy layout when it has been finalised. This 'fit out' under the Building Regulations may be dealt with separately possibly by a different BCB and subject to a second formal consultation with the Brigade but will not include matters that were within the scope of the shell application.

5 Timescale and marking of plans

- 5.1 The Brigade has agreed with the London District Surveyors Association (LDSA) and the Association of Consultant Approved Inspectors (ACAI) that where applications demonstrate compliance with currently accepted standards, (e.g. BS5588 series, Approved Document B (ADB), etc.) then consultation with the Brigade would be acceptable towards the end of the prescribed period (i.e. the statutory period in which the BCB must either pass or reject the plans). This will allow the BCB sufficient time in which to properly consider applications and to mark up the plans with any amendments they may require, before consulting the Brigade as required under Articles 45 and 46 of the Order, Regulation 13 of the Building (Approved Inspectors etc.) Regs 2000 and Section 15, Building Act 1984. Should an applicant wish to demonstrate compliance with the functional requirement by some other means (e.g. a fire safety engineering approach which might include an element of quantified risk assessment), a clear statement justifying this action and what compensatory features are included should be submitted for consideration by both bodies. When the BCB has accepted variations from the standards in the ADB or the relevant British Standards, it should advise the Brigade accordingly on the consultation form.
- 5.2 The Brigade has stated that comments will be returned to the BCB within a 15-day period.
- 5.3 The Brigade has further agreed that where a clear indication has been given by the BCB that the application is considered to satisfy the requirements of the ADB and that this has been achieved by the satisfactory application of prescriptive standards (e.g. compliance with the relevant part(s) of BS 5588), then it would be possible in most cases for the Brigade to ensure a quicker response. This is based on the fact that Fire Safety Inspecting Officers will have no need to closely scrutinise matters such as travel distances, etc., falling within means of escape requirements and covered by recognised standards (e.g. BS 5588), or other Part B requirements of the Building Regulations, for which responsibility rests with the BCB.
- 5.4 When consulting the Brigade, the BCB will give an indication of the proposed acceptability of the submitted application in respect of means of escape and other relevant ADB matters, and will identify the means by which compliance with the ADB has been demonstrated (e.g. by compliance with the relevant part of BS 5588 or other applicable standards). The consultation pro-forma has been produced to assist this procedure. Comment on ADB matters should be restricted to only general observation where necessary.
- 5.5 The Inspecting Officer's comments should be in writing and clearly distinguish between matters:
- which will have to be considered under the Order when the building is occupied;
 - which will have to be complied with to meet other fire safety legislation other than Building Regs;

- which are only advisory and not enforceable under legislation.
- 5.6 In addition to giving such comments the Brigade may wish to offer observations to the BCB in relation to the Building Regs. These should be clearly and separately identified. The BCB must have regard to the Brigade's comments before reaching its decision and should include a copy of any comments from the Brigade in its reply to its clients.
- 5.7 The consultation pro-forma (see Appendix 1) produced in conjunction with the LDSA and ACAI has been developed to facilitate both a consistent approach and a prompt turnaround.

6 Building Regulations applications

- 6.1 Article 45 of the Order requires that the BCB shall consult the Brigade if the proposed use comes under the scope of Order.

7 Building works classification

- 7.1 Consultations will fall into three broad categories SIMPLE, STANDARD, or COMPLEX. The BCB will indicate on the pro-forma as fully as possible, which category, in its professional opinion, the work comprises.

SIMPLE

- 7.2 This includes minor alterations not affecting means of escape and Building Regulations applications for small premises.
- 7.3 These premises will be covered by the Order and the BCB must be satisfied that the means of escape complies with the appropriate Home Office Guide for the type of premises (the BCB would indicate this on the pro-forma). In the above cases, it would not be essential for plans to accompany the pro-formas in the first instance. This will allow the Brigade scope for initial consultation under Article 45, without any unwarranted demand for plans to be passed backwards and forwards unless a positive need is established. Again, in such cases, this initial consultation will need to be made sufficiently early within the 'prescribed period' to allow the Brigade to go back to the BCB and request further details and/or plans as necessary. The acceptability of the procedure will however depend heavily on sufficient detail being supplied about the nature and extent of the proposed works on the pro-forma received from the BCB.
- 7.4 On receipt of the scanned consultation pro-formas at the Fire Safety Office the address of the premises should be checked against the fire safety computer system to establish any previous history or specific Brigade interest before being passed to an Inspecting Officer for appropriate consideration. It will remain the prerogative of the Fire Safety Office to request copies of plans from the BCB where this is considered necessary. Where a record check indicates that the premises concerned is subject to an Alterations Notice, then appropriate action under the Order may also be instituted.

STANDARD

- 7.5 This will be the normal, mainstream consultation work where prescriptive solutions have been applied (e.g. compliance with the Approved Document or provision of acceptable Means of Escape as prescribed in the relevant British Standard Code of Practice). In these cases, plans will be required to accompany the consultation pro-formas, which should first be both vetted and marked up as necessary by the BCB who will indicate on the consultation pro-formas their proposed decision on the application and indicate the relevant Standard applied. On receipt,

Inspecting Officers will not be expected to scrutinise closely matters such as travel distances or exit widths falling within means of escape requirements. These matters are adequately covered by recognised prescriptive standards such as the BS 5588 series and they and other Part B matters remain the responsibility of the BCB at the design and construction stages of obtaining Building Regulations approvals. It is not the intention that Inspecting Officers should duplicate work which is properly the responsibility of the BCB at the consultation stages and so Brigade comment on Part B matters should therefore be restricted to general observation only where necessary. The Brigade can concentrate on matters relative to its responsibilities in respect of matters such as the need for fire alarm, emergency lighting, or other installations outside the scope of, but relevant to, the Building Regulations application.

COMPLEX

- 7.6 This category includes all other consultation work which falls outside the 'simple' and 'standard' categories (i.e. where it is not proposed to adopt conventional prescriptive standards or where relaxations are being sought on account of the incorporation of active fire protection or suppression measures). The term 'complex' should also be taken to include innovative building designs and other circumstances in which it is proposed to adopt fire safety engineered packages to satisfy the requirements of Part B of the Building Regulations. In such cases, it has been mutually agreed that full consultation is necessary between the BCB and Inspecting Officer. While the early receipt of plans and accompanying consultation pro-formas is expected in such cases, it is also anticipated that this will be the prerequisite to a series of tripartite meetings between the BCB, Inspecting Officer and the applicant in the majority of cases involving major new developments.

8 Complex buildings/fire engineered solutions

- 8.1 Whilst there is agreement that BCB consultation is acceptable at a later stage of the application in certain circumstances (see paragraph 5.1), it is recognised that early joint consultation is necessary in cases where there is a proposed departure from prescriptive standards or in the case of innovative type building designs, where complex fire engineered solutions are proposed. In these cases, early joint consultation between BCB and Inspecting Officers is of the utmost importance in assessing and valuing the package of measures on offer, prior to tripartite meetings between BCB, Inspecting Officer and developers.
- 8.2 Where Inspecting Officers require assistance, as in the case of complex buildings and fire engineered solutions, they are reminded that in accordance with policy FSR:I005:a5, they must consult with Fire Engineering Group who will provide them with the appropriate advice and assistance.
- 8.3 Whilst, in the majority of cases, on-going controls will rest firmly with the Brigade, Inspecting Officers should be aware that the local authority will also have on-going responsibilities under the London Building Acts, the Licensing Act 2003 and legislation for other licences issued by the local authority. In such cases any matters of concern which Inspecting Officers may encounter in the course of their duties should be made known to these authorities.

9 Monitoring during construction

- 9.1 The Brigade recognises that the BCB must monitor building works during construction and carry out final inspections of buildings to ensure that requirements are met and that constructional standards are adequate. Only in exceptional circumstances (e.g. commissioning of pressurised firefighting shafts/lobbies) does the Brigade see any justification for joint inspections and then

only at the completion or partial completion stage, when it is proposed to occupy parts of the building.

10 Partial occupation prior to completion

- 10.1 There is a growing trend, especially in high rise office developments, to seek to occupy individual floors as they become available while construction continues in other parts of the building. There is evidence that buildings undergoing refurbishment or construction often present a higher risk. It is therefore important that these additional risks are adequately assessed and that suitable control measures are put in place. Means of escape and other necessary provisions from such floor areas to a place of safety must therefore be adequate before occupation can safely be allowed.
- 10.2 In such cases there will be a need for close liaison between the BCB and Inspecting Officers and for a joint inspection to take place before such partial occupation can be allowed in otherwise unfinished buildings. As part of this inspection an audit under Procedure FS01 should be completed and the adequacy of their fire risk assessment and actions to control risk assessed.

11 Provision of completion certificates

- 11.1 The LDSA and ACAI have agreed to the provision of a completion certificate which will also advise the Brigade of any occupation of the completed or partially completed building where this information is known. Where available, a copy of the risk assessment and/or 'as built' record drawings should be included with the certificate. This more structured and agreed handover procedure at the stage where Building Regulation requirements are considered to have been completed to an adequate standard should allow safe occupation and use of new buildings. It should also be of considerable assistance to the Brigade when exercising ongoing controls, where applicable.
- 11.2 A standardised pro-forma Completion Certificate has been produced jointly with the LDSA and ACAI for use by the BCB. It is hoped that this will now be used to confirm to the Brigade that Part B requirements of the Building Regulations have been completed to an acceptable standard, as well as to advise of any occupation of the building (where known). The failure of the BCB to issue a completion certificate would not inhibit the Inspecting Officer from instigating the audit procedure.

12 Notification of MoE completion/occupation

- 12.1 It is intended that the pro-forma (see appendix 1 for example) will be used by the BCB to advise the Brigade of the completion of building works and to also notify the Brigade of any occupation of the completed or partially completed building where this information is known. This information will assist the Brigade in exercising ongoing controls where applicable. Upon receipt at Fire Safety Offices, this pro-forma should be passed with the relevant file to the Team Leader (TL) who will decide on the need for and timing of an audit under Procedure FS01. The TL will also consider what information should be passed to the relevant local station so that familiarisation visits can be programmed, important information collected and the Operational Risk database updated as necessary.
- 12.2 Experience has shown that Completion certificates are not always forthcoming and in order to improve the flow of information a streamlined procedure for information exchange has been agreed between the Brigade and LDSA. Local Authority Building Control will be asked to provide notification, about completions and partial occupations, to fire safety teams by means of a regularly updated spreadsheet. (See appendix 2).

- 12.3 TL should make contact with their Local Authority Building Control Manager and make a local agreement about the method, frequency and timing of the information exchange. It may be easiest if this is done via email and it is recommended that the list is updated at least monthly.
- 12.4 If the building is subject to the Order, the Responsible Person must have completed the fire risk assessment and the provisions required to address the identified risks must be in place.
- 12.5 There is no period of grace for the production of a risk assessment. The documentation must be in place on the first day of occupation.

13 Direct approach by a developer to the Brigade

- 13.1 If the developer makes a direct approach to the Fire Safety Office for goodwill advice under the Fire and Rescue Services Act 2004, they should be informed that structural fire precautions and means of escape should satisfy the Building Regulations and be referred to the local BCB. In the preliminary stages of a complex project comments should be confined to non-Building Regulations fire precautions. These comments should be in writing and a copy sent to the BCB.

14 Conflict in the Brigade's and BCB's comments

- 14.1 Where the Brigade's comments conflict with those of the BCB, and the difference cannot be resolved simply, the Fire Safety Office should indicate the Brigade's views in a formal written case to the BCB and a meeting should be arranged to resolve the matter.
- 14.2 Should this arrangement fail to resolve the issues, Fire Safety Offices are to forward all necessary correspondence to the AC (FSR) who will raise the matter at the highest level with the BCB concerned before any approach is made to CLG for informal advice. With regard to AIs, it has been agreed with the ACAI that FSR/HQ officers will mediate on behalf of CFOA in any dispute arising prior to approaching CLG.
- 14.3 The only line of communication with the applicant should be through the BCB.

15 Relaxation of Building Regulations

- 15.1 The BCB shall consult the Brigade before relaxing or dispensing with regulations that relate to:
- structural fire precautions;
 - the provision of means of escape from buildings in case of fire or;
 - the provision of means for securing that such means of escape can be safely and effectively used at all material times;
 - the Part B5 requirement for access and facilities for the fire service.
- 15.2 Consultation will follow the same pattern as for statutory consultation with the Fire Safety Office responding in writing within 15 days.

16 Amended Plans

- 16.1 The BCB should send the Brigade two copies of any amended plans that are received from the applicant after the statutory consultation has passed. When the amended plans received by the BCB after the statutory consultation has passed are of a 'simple nature' that do not affect the means of escape and/or the overall fire safety of the building and remain in accordance with the appropriate standard, the BCB need not send two copies of plans to the Brigade. Consultation will follow the normal standard statutory consultation procedure.

17 Fire safety information – Regulation 38

- 17.1 Where building work consists of the erection or extension of a building, or is carried out in connection with a change of use it is a requirement of the Building Regulations that fire safety information is given to the responsible person. The person carrying out the work must give this information not later than the date of completion of the work or the date of occupation, whichever is earlier.
- 17.2 Fire safety information is defined as information relating to the design and construction of the building or extension and the services, fittings and equipment provided which will assist the responsible person to operate or maintain the building with reasonable safety.
- 17.3 The BCB should invite the applicant to prepare information to record the fire safety requirements. They should cover the fire safety features that are required by the Building Regulations and the provisions made for the Order. The information should include:
- means of escape and their protection, including position and type of fire doors;
 - structural fire precautions (lines of compartmentation etc.);
 - access and facilities for the fire service;
 - fire alarms;
 - firefighting equipment;
 - emergency lighting;
 - fire exit signs and other fire notices;
 - 'active' fire protection systems such as sprinklers, or other fixed extinguishing systems, smoke control, fire ventilation, with notes on arrangements for their ongoing maintenance and sent to the Brigade together with the completion certificate.
- 17.4 The Brigade will have regard to the completion certificate when serving any Notice under the Order.

18 Local working arrangements

- 18.1 It is intended that the principles contained in this policy statement are used to establish a workable consultation procedure with the local authority building control.
- 18.2 Inspecting Officers are to report any difficulties encountered with the arrangements, so that they may be discussed at the regular LDSA and ACAI liaison meetings.
- 18.3 It is recommended that local consultation meetings should take place between the local senior Building Control Officers and Fire Safety senior officers on at least a six monthly basis to discuss and facilitate the working of the agreed consultation arrangements.

Appendix 1 - Consultation Pro-forma (for information only)

The following document will be used by the BCB to make all relevant plans etc. available to the Brigade:

LDSA/ACAI/LFC COMBINED CONSULTATION PROCEDURE

Regulatory Reform (Fire Safety) Order 2005 FIRE SAFETY CONSULTATION

SECTION 1 – GENERAL INFORMATION

PREMISES:

BC Ref: Date rec'd BC: Consultation deadline expires:

BC Surveyor's name: Telephone No:

Proposed work:

Agent: Name:
Address:
Tel No:

Owner: Name:
Address:
Tel No:

Main form of Construction: Timber Frame ☐ Concrete / Steel / Brick ☐ Prefabricated ☐ Other ☐

SECTION 2 – MEANS OF ESCAPE IN CASE OF FIRE

IS THE PROPOSED WORK:

SIMPLE? ☐

(Drawings not enclosed)

STANDARD? ☐

(Drawings enclosed)

COMPLEX? ☐

(Tripartite meeting requested)

AD 'B' / BS 5588 / BS 9999 APPLIED? YES/NO

DOES APPLICATION COMPLY? YES/NO

ENGINEERED SOLUTION? YES/NO

IF YES, ADVISE OF VARIATION:

DOCUMENTS USED IN ASSESSMENT:

- ☐ BS 5588:Part
- ☐ BS 9999:2008
- ☐ OTHER [specify]

DOES OTHER LEGISLATION APPLY?

YES/NO

BUILDING ACT 1984

SECTION 24/SECTION 72 (OUTER LONDON) ☐

LONDON BUILDING ACTS (AMENDMENT) ACT 1939

SECTION 35 (INNER LONDON) ☐**PROPOSED DECISION UNDER B1 OR OTHER LEGISLATION:****APPROVAL / CONDITIONAL APPROVAL / REFUSAL****FURTHER DETAILS APPENDED?**

YES/NO (Not required in case of simple works)

SECTION 3 – ACTIVE FIRE FIGHTING MEASURES PROPOSED**SPRINKLER INSTALLATION**

YES/NO

SMOKE CONTROL SYSTEM

YES/NO

AUTOMATIC FIRE DETECTION

YES/NO

OTHER ACTIVE MEASURES (Specify)

YES/NO

ARE ANY OF THE ABOVE ITEMS 'TRADE OFF' MEASURES?

YES/NO

SECTION 4 – ACCESS & FACILITIES FOR THE FIRE SERVICE**ARE ACCESS & FACILITIES FOR THE FIRE SERVICE ACCEPTABLE?**

YES/NO

If No ~ add comments: -

SECTION 5 – OTHER LEGISLATION APPLICABLE

(BC Surveyor to liaise with appropriate Section dealing with these matters)

ENTERTAINMENT LICENSINGINDOOR SPORTS ☐MUSIC/DANCING ☐LICENSING ACT 2003 ☐**SAFETY AT SPORTS GROUNDS**DESIGNATED GROUNDS ☐REGULATED STANDS ☐**UNDERGROUND RAILWAYS**SECTION 12 REGULATIONS ☐**PLANNING**PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990 ☐**LOCAL FIRE SAFETY REQUIREMENTS**LONDON BUILDING ACTS (AMENDMENT) ACT 1939 - SECTION 20 ☐**SIGNED** (Sections 1 - 5)

(for BC)

DATE

SECTION 5 – FIRE BRIGADE COMMENTS

Officer's name:

Tel No:

Brigade Ref No:

SATISFACTORY

☐

UNSATISFACTORY

☐

MEANS OF ESCAPE

☐

FIRE FIGHTING ACCESS

☐

COMMENTS:

OTHER LEGISLATION KNOWN TO BE APPLICABLE (for which the Brigade has either a consultative or enforcement interest)

GAMING ACTS 1968

YES/NO

LICENSING ACT 1964/2003

YES/NO

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990

YES/NO

OTHER (Specify)

YES/NO

SIGNED

(for LFEPa)

DATE

Appendix 2 - Specimen 'Completion' spreadsheet

Microsoft Excel - Appendix 1					
Type a question for help					
M14 =IF(E14="", "", E14&"")&IF(F14="", "", F14&"")&IF(G14="", "", G14&"")&IF(H14="", "", H14&"")&IF(I14="", "", I14&"")&J14					
A	B	C	D	L	M
Case Ref.	Case Officer	Address	Proposed works	Completed	Applicant's Details
1	FP/02/16669/LM	R Kane	15 VESEY PATH, LONDON, E14 6BT	Internal structural alterations.	13/03/2007 Percy Ingle Bakeries Ltd, 210 Church Road, London E10 7JQ,
3	FP/04/21184/HL	J McGeary	3 LIMEHARBOUR, LONDON, E14 9TQ	Construction of part two to part six storey building and part five to part seventeen storey building comprising 213 residential units, 4 commercial units and sub basement car parking.	08/03/2007 Ability Developments Ltd, Ability House, 121 Brooker Road, Waltham Abbey, Essex EN9 1JH
4	FP/05/22950/LM	K Higgins	ST MARYS CHURCH, JOHNSON STREET, LONDON, E1 0AQ	Extension to existing listed church. New building to house offices for DIP Team, part of LBTH Drug Action Team.	14/03/2007 Stevens, London Borough of Tower Hamlets, Drug Action Team, Technical Resources, 62 Roman Road, London E2 0PG
5	FP/05/24582/RL	S Fitzgerald	10 Market Square, London, E1	Shop Fit Installation	06/03/2007 Davies, Le Gout De Provence, Park Lodge, High Road, Upper Gatton, Surrey RH2 0TZ
6	FP/05/25074/KS	S Fitzgerald	Unit 6, Market Square, London, E1	Fit out of shop unit.	06/03/2007 Clayton, Source Lifestyle Limited, 227 High Road, London, E18 2PB
7	FP/05/25818/KS	S Fitzgerald	8 Market Street, E1	Install subfloor, floor, install storage area, suspended ceiling, render walls and finish electrics.	06/03/2007 Gary Hill, [REDACTED]
8	FP/05/25818/KS	S Fitzgerald	8 Market Street, E1	Install subfloor, floor, install storage area, suspended ceiling, render walls and finish electrics.	06/03/2007 Gary Hill, [REDACTED]
9	FP/05/27015/RL	S Fitzgerald	[REDACTED]	Fitting out works for retail use consisting of electrical installation (lighting, power, protection systems, heating and cooling) new staircase from basement to ground floor and new wall and floor finishes	07/03/2007 Mr Justin Webb, [REDACTED]
10	FP/06/27442/RL	S Fitzgerald	2 Market Square, London, E1	Shop fitting and disabled toilet, store room	06/03/2007 Emel Sumen, 18 Wessex House, Wedmore Street, London,
11	FP/06/29436/RL	O Wilson	St Stephens Health Centre, Bow Community Centre, William Place, London, E3 5ED	Proposed alteration and extension of existing health centre	29/03/2007 Tower Hamlets Primary Care Trust, Mile End Hospital, Burdess House, 2nd Floor, 275 Bancroft Road, London
12	FP/06/30947/MP	J McGeary	Telehouse North, Coriander Avenue, London	Form fire rated data cabling riser at either end of central corridor - telehouse north building floors 1 to 5 inclusive	02/03/2007 Harris, Telehouse Europe, Coriander Avenue, London,
13	FP/06/31087/LM	H Haynes	Units D1 And D2, The Ivory House St Kathines Docks, East Smithfield, London, E1W 1AT	Sub division of existing unit into two separate units.	13/03/2007 Skil One & Skil Two Ltd, c/o Lee Baron, 95 Wigmore Street, London,
14	FP/06/31802/KS	S Fitzgerald	14 Market Street, E1	Fit out works for A1 retail use, new raised floor, suspended ceiling, stockroom with installation of new light fitting fire detection equipment, sprinklers, small power A/C & heating.	06/03/2007 Ms J. Ryan, Unit 3/4, West Bury Mall, Dublin 2, Ireland
15	FP/06/32272/LM	J Crundwell	Level 8, 20, Canada Square, London E14 5LH	Relocate and extend existing 1-glass wall (floor to ceiling) with new glass sliding door @ 1200mm opening	23/03/2007 Fletcher, The McGraw Hill Companies, 20 Canada Square, London,
16	FP/06/32511/LM	Ian Welsh	Level 4, 11 Westferry Circus, London	Construction of partitions to separate large floor area of office and create 2 No. cellular offices	02/03/2007 Morgan Stanley, 11 Westferry Circus, Canary Wharf, London,
17	FP/06/32551/MP	S Fitzgerald	30 Spital Square, London	Interior fit out shopfit	27/03/2007 Wilson, White Stuff Ltd, Tuborg House, Mandrell Road, LONDON,
18	FP/06/32690/LM	J Crundwell	Level 33, 1 Canada Square, London	Minor demolition works, erection of partitions, joinery work and M & E modifications	05/03/2007 State Street Corporation, One Canada Square, London,
19	FP/06/32797/MP	J McGeary	Eighth Floor, Global Switch House, 3 Nutmeg Lane, London	Internal partitioning to Suite H6 including fire suppression and detection systems, emergency lighting, HVAC installation.	08/03/2007 Global Switch, 3 Nutmeg Lane, LONDON,
20	FP/07/32843/UE	H Haynes	Third Floor, Dexter House, 2 Royal Mint Court, London	Partitioning, electrical works A/C works etc.	13/03/2007 Mitsui OSK Bulk Shipping (Europe) Ltd, Dexter House, Royal Mint Court, London,
21	FP/07/32951/LM	J Crundwell	Unit 25, Canada Place, 38 Canada Square, London	Demolition and erection of partitions, alterations to sprinkler system and general decorating works	07/03/2007 Rubicon Retail Ltd, 19-22 Rathbone Place, London,
22					
23					
24					
25					
26					
27					
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29					

Document History

Impact assessments

An Equality or Sustainability Impact Assessment was completed on:

Equality Impact Assessment	xx/mm/yyyy	Sustainability Impact Assessment	xx/mm/yyyy
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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
All	FSIGN Format	28/02/2012
All	Changed to support new LFC governance	01/04/2018