



## Complete Building Control Ltd

36 George Road  
Edgbaston  
Birmingham  
B15 1PL

T. 0121 212 3145  
info@completebuildingcontrol.co.uk  
www.completebuildingcontrol.co.uk

### The Building Regulations 2010 (As Amended)

#### Information to be Provided by the Person Carrying out the Work.

##### Fire safety Information

**REGULATION 38** - The requirement is that, where building work involves the erection or extension of a relevant building, or a relevant change of use of a building, fire safety information shall be given to the person responsible at the completion of the project or when the building or extension is first occupied.

- a. “**fire safety information**” means information relating to the design and construction of the building or extension, and the services, fittings and equipment provided in or in connection with the building or extension which will assist the responsible person to operate and maintain the building or extension with reasonable safety;
- b. a “**relevant building**” is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies<sup>1</sup>, or will apply after the completion of building work;
- c. a “**relevant change of use**” is a material change of use where, after the change of use takes place, the Regulatory Reform (Fire Safety) Order 2005 will apply, or continue to apply, to the building; and
- d. “**responsible person**” has the meaning given in article 3 of the Regulatory reform (Fire Safety) Order 2005. i.e. generally, in a work place the employer or owner depends on who has control of the premises.

Registered Office: 36 George Road, Edgbaston, Birmingham, West Midlands, B15 1PL  
Company Number: 06738119 VAT Registration Number: 978 3575 56



Complete Building Control Ltd is registered with the Building Safety Regulator (BSR) as a Registered Building Control Approver - Registration Number: **RBCP01829C6Y**

Managing Director: **Melap Singh** BSc FCABE C.Build E Assoc RICS



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**DECLARATION ABOUT THE PROVISION OF INFORMATION TO THE CLIENT**  
**REGULATION 38.**

**Building Regulations 2010 (As Amended)**

**CBC Project Reference Number:**

**Description Of Building Work Subject of Initial Notice:**

**Site Location:**

**Dear Sir/Madam,**

I/we hereby declare that, in accordance with Regulation 38 (Fire safety information) of the Building Regulations 2010 (as amended), information relating to the fire safety for the above-mentioned building has been provided to the responsible person / owner:

**Signed:**

**Dated:**

**Print Name:**

**Representing:**

**Position In Company:**



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**DECLARATION ABOUT THE RECEIPT OF INFORMATION FROM THE PERSON  
CARRYING OUT THE WORK.**

**Building Regulations 2010 (As Amended)**

**CBC Project Reference Number:**

**Description Of Building Work Subject of Initial Notice:**

**Site Location:**

I/We\* hereby declare that the information relating to the fire safety for the above-mentioned building has been received from the person carrying out the work:

**Signed:**

**Dated:**

**Print name:**

Being the Responsible Person /Owner <sup>(delete as necessary)</sup>

**Position In Company If Not The Owner:**

It is further confirmed that the information provided was supplied at the time of the:

\*Delete as appropriate

\*Occupation: of the building, or extension, or change of use of the building, or following a change of use to form a block of flats

\*Completion: of the building, or extension, or change of use of the building, or following a change of use to form a block of flats

A copy of this declaration should be retained with the Building Regulations application records and a copy forwarded to the appropriate officer in the local fire authority.

**NOTE\*:**

Responsible person has the same meaning as that given in article 3 of the Regulatory Reform (Fire Safety) Order 2005, and means:

- (a) in relation to a workplace, the employer, if the workplace is to any extent under his control;
- (b) in relation to any premises not falling within paragraph (a);
  - (i) the person who has control of the premises (as occupier or otherwise) in connection with the



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carrying on by him of a trade, business or other undertaking (for profit or not); or  
(ii) the owner, where the person with control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

Please return complete declarations to:

**COMPLETE BUILDING CONTROL LTD**

36 George Road  
Edgbaston  
Birmingham  
B15 1PL

Or E-Mail – [info@completebuildingcontrol.co.uk](mailto:info@completebuildingcontrol.co.uk)