



Ministry of Housing,
Communities &
Local Government

To:

The Chief Executive
Unitary, Metropolitan, District and London Borough Councils in England

The Town Clerk, City of London
The Clerk, Council of the Isles of Scilly
The Sub-Treasurer, Inner Temple
The Under Treasurer, Middle Temple

The Head of Building Control
Unitary Metropolitan, District and London Borough Councils in England
Council of the Isles of Scilly

Approved Inspectors

cc: Chief Executive, LABC
Chair: National Fire Chiefs Council
Local Government Association
Construction Industry Council Approved Inspectors Register

The Chief Executive:
County Councils in England
National Park Authorities in England

15 July 2020

Dear Colleague,

As Director of the Building Safety Programme at the Ministry of Housing, Communities and Local Government (MHCLG) I want to draw your attention to the publication of revised Procedural Guidance on the way in which building control bodies consult with fire and rescue services on plans for building work. The guidance also covers the arrangements for the handover of fire safety information.

The guidance, published by Local Authority Building Control (LABC), with the National Fire Chiefs Council (NFCC) and the Association of Consultant Approved Inspectors (ACAI) and in conjunction with the Joint Regulators Group, can now be found on the LABC website, and is also linked from the MHCLG website here:

<https://www.labc.co.uk/business/resources/building-regs-fire-safety-procedural-guidance>

Article 45 of the Regulatory Reform (Fire Safety Order) 2005 ('the Fire Safety Order') and Regulation 12 of the Building (Approved Inspector) Regulations 2010 (as amended) set out requirements respectively for local authorities and Approved Inspectors to consult the enforcing authority under the Fire Safety Order on plans for building work.

Regulation 38 of the Building Regulations 2010 (as amended) sets requirements for the handover of fire safety information by the person undertaking the work to the Responsible Person under the Fire Safety Order.

The revised guidance clarifies the procedural steps building control bodies should take to ensure effective consultation, based on the existing legislative requirements, which are unchanged.

The Department recommends that building control bodies should follow this guidance as good practice.

Enquiries on this circular letter should be addressed to:
enquiries.br@communities.gov.uk.

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'C' followed by a horizontal line and a small loop at the end.

Chandru Dissanayake
Director, Building Safety Programme