



Department for
Communities and
Local Government

Tamara Finkelstein

Director General, Building Safety Programme

**Department for Communities and Local
Government**

4th floor, Fry Building

2 Marsham Street

London, SW1P 4DF

www.gov.uk/dclg

October 2017

Action required to make your buildings safe.

Deadline to respond 31st October

The devastating events at Grenfell Tower on 14 June have deeply shocked and saddened us all. We are clear that this should never have happened and must not happen again. This is why the government has developed a building safety programme.

As part of this work, colleagues in the Department have been trying to contact your organisation regarding your property portfolio. This is to ascertain if your organisation owns, manages, is a fee collecting agent for, or is a freeholder of any short or long term residential property (including hotels) that is either six storeys or more, or 18 metres high, and to establish if those buildings have wall systems that include Aluminium Composite Material (ACM) cladding.

We are concerned about this type of cladding as an expert panel, established after the fire at Grenfell Tower, have provided advice to all building owners about the use of ACM. In particular, the advice is clear that ACM with an unmodified polyethylene filler (category 3 in screening tests) with any type of insulation presents a significant hazard on buildings over 18m.

We need updated information on your building(s) to ensure the government has an accurate record of building safety. This will help us give you the support and information needed to keep your building safe.

Many organisations, like yours have responded already. If you have not, please read this letter carefully and respond by either:

Filling in the form below and returning this whole letter by the 31st of October to:

Tamara Finkelstein

Building Safety Programme

Department for Communities and Local Government,

**PLEASE RETURN THIS COMPLETED FORM TO
HOUSINGCHECKS@COMMUNITIES.GSI.GOV.UK**

4th Floor, Fry Building, 2 Marsham Street,
London
SW1P 4DF

You may also complete this form, scan it, and email it to:
housingchecks@communities.gsi.gov.uk

Going online to <https://www.gov.uk/guidance/building-safety-programme#form-for-organisations-to-provide-information-on-buildings> to download an electronic version of the form to return by email to housingchecks@communities.gsi.gov.uk

Given the importance of this issue we may share this information with the local authority in which the building is located given their statutory duty to keep local housing conditions under review.

If you need any help to complete this form, please do not hesitate to contact the Department by emailing housingchecks@communities.gsi.gov.uk

In addition, the Department can support you in a number of ways:

Free testing of ACM cladding to identify the type of ACM is available at the Building Research Establishment (BRE). For further details visit: <https://www.gov.uk/government/publications/safety-checks-on-private-residential-blocks>

All of the advice for building owners from the Department can be found on our website: <https://www.gov.uk/guidance/building-safety-programme>

I thank you in advance for your support and co-operation in this matter. I know that we all want to ensure that people are accommodated in the safest possible buildings, and that we never again see the kind of tragedy that we saw at Grenfell Tower.

Yours sincerely,

Tamara Finkelstein

Director General of the Building Safety Programme

**PLEASE RETURN THIS COMPLETED FORM TO
HOUSINGCHECKS@COMMUNITIES.GSI.GOV.UK**



Department for
Communities and
Local Government

Information required (page one of two)

Question		Response
1	Name of organisation:	
2	Main contact if we require any further information:	
3	Contact telephone number:	
4	Contact email:	
5	Do you or your organisation own, manage, collect fees for, or act as freeholder of any short- or long-term residential property (including hotels) that is 6 storeys or more, OR over 18m in height? Note: If the building is mixed purpose, only answer 'yes' if there is residential property on the 6 th floor or above, OR above 18m. See the links on the next page if you require further info on ACM cladding.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	If the answer to question 5 is Yes, please provide the number of buildings that are 6 storeys or more, OR over 18m in height:	
7	If the answer to question 5 is Yes, please provide the number of buildings which are partially or fully clad in Aluminium Composite Material (ACM) cladding:	

If the answer to question 5 is no, we still need you to return this form.

PLEASE RETURN THIS COMPLETED FORM TO
HOUSINGCHECKS@COMMUNITIES.GSI.GOV.UK



Department for
Communities and
Local Government

Information required (page two of two)

For the buildings identified in question 7, please list the following details for all relevant buildings, please use another page if necessary.

Property Address	Has this property had its ACM cladding tested? (Y/N)	If yes, did you use BRE to conduct the test? (Y/N)	Results of the test	Any interim or remedial activity you have taken or plan to take to make the building safe.

**PLEASE RETURN THIS COMPLETED FORM TO
HOUSINGCHECKS@COMMUNITIES.GSI.GOV.UK**