



Ministry of Housing,  
Communities &  
Local Government

# Building Safety Fund for the remediation of non-ACM Cladding Systems (England only)

## Fund Application Guidance

### Annex C: Additional key Information for Responsible Entity

We have set out below some of the key information you will need to meet your duties as a Responsible Entity and which should be kept on record in line with industry standard project, operations and maintenance practices. It includes some of the required particulars we require you to have in your construction contract and design team appointments. We reserve the right to see this information under the Open Book Access stipulation given in the main body of this guidance document.

GENERAL INFORMATION
Project Directory including details of Professional Team, Main Contractor and Sub-Contractors
STATUTORY CONSENTS
Copies of Planning Permission(s), if required for this work
Supporting drawings & documents and specialist reports submitted with planning applications (as listed in the consent granted)
Planning conditions tracker: Document listing all planning conditions with dates each condition was validated and approved.
Building Regulations Notice and Full Plans Approval
Supporting drawings, documents and specialist reports submitted with Building Control applications (as listed in the Approval)
Building Control tracker: Document listing all Building Control requirements with dates each item was approved.

Details of Building Control Officer or Approved Inspector dealing with application
Details of any other consents required and obtained, including Local Fire Authority consultation approval.
<b>PROFESSIONAL TEAM APPOINTMENTS</b>
Terms of appointment for each member of the professional team appointed to date including scope of services and Professional Indemnity Insurance (PII) Certificates
Collateral Warranties in favour of the Government. Note: signed collateral warranties will not be required until the grant funding agreement stage
<b>TECHNICAL INFORMATION</b>
Specifications / Employer's Requirements / Schedule of Rates / Contractors Proposals in relation to replacement of non-ACM cladding materials and internal Fire Safety work.
General arrangement drawings, details and elevations
Details of any Third Party Agreements – e.g. Party Wall Awards, Scaffold Licences, Oversailing Section 106, 61 Agreements (if applicable)
Details of manufacturer's guarantees
Copies of pre-contract information (health and safety) and evidence of competency checks carried out.
<b>PROGRAMME</b>
Pre-tender and post-tender programmes
<b>FINANCIAL</b>
Procurement strategy / Tendering procedures
Tender report for works
Contract sum analysis The document is to detail the cost of the works to be prepared by a suitably experienced Chartered Professional in accordance with the latest RICS guidance note - New rules of measurement. detailed measurement for building works (NRM2).
Any Certificates for payment to the contractor to date
Any payments made to consultants to date
Costs for managing the consultants and contractor employed by the Responsible Entity.
Cashflow- contractor, consultants, statutory consents and any other associated project costs, past and present
<b>WORKS CONTRACT</b>
Details of Main Contractor & Sub-contractors
Copy of signed and properly completed Works contract & associated documents – contract must be recognised industry standard e.g. JCT, NEC or similar.
Schedule of contract amendments including details of levels of insurance etc.
Further details of the requirements of the Works contract are set out in the section below