



# Project Compliance Documents

Regulations 38,39,40

[Check our web content relating to this document  
by clicking here](#)

**Building Control Surveyors Ltd**

WARLIES PARK HOUSE, TEULON WING, HORSESHOE HILL,  
UPSHIRE EN9 3SL

# Leading towards the End Game



1

There are legal processes that must be followed towards the end of your project. We will require proof that they have been carried out.

2

You will be required to sign a copy of the form found at the end of this document to legally confirm that you have carried them out.

3

Please contact our office if you need assistance in these matters, whilst noting that we cannot issue our Final Certificate until we have your compliance.

4

Make sure that AS-BUILT plans have been sent to our offices, which will be placed in our archives for future reference.



*As-Built Plans*

# An overview of the Regulations – the Law

## REGULATION 38.—

### Fire safety Information

(1) This regulation applies where building work—

(a) consists of or includes the erection or extension of a relevant building; or

(b) is carried out in connection with a relevant change of use of a building, and Part B of Schedule 1 imposes a requirement in relation to the work.

(2) The person carrying out the work **shall give fire safety information to the responsible person** not later than the date of completion of the work, or the date of occupation of the building or extension, whichever is the earlier.

(3) In this regulation—

(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, 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 by article 3 of the Regulatory Reform (Fire Safety) Order 2005.

**Please note that As-Built Plans will be requested in order that you can fulfil this requirement.**

## REGULATION 39

### Ventilation

(1) This regulation applies where paragraph F1(1) of Schedule 1 imposes a requirement in relation to building work.

(2) The person carrying out the work shall not later than five days after the work has been completed **give sufficient information to the owner** about the building's ventilation system and its maintenance requirements so that the ventilation system can be operated in such a manner as to provide adequate means of ventilation.

## REGULATION 40.

### Conservation of fuel and power

(1) This regulation applies where paragraph L1 of Schedule 1 imposes a requirement in relation to building work.

(2) The person carrying out the work shall not later than five days after the work has been completed **provide to the owner sufficient information about the building**, the fixed building services and their maintenance requirements so that the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances.

## Submissions to Building Control – The signed confirmation

INSERT OUR REFERENCE NUMBER HERE : IN / \_\_\_\_\_

Address : -

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Description of building work carried out (as-shown on our Initial Notice)

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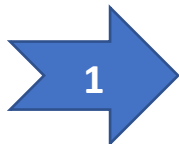
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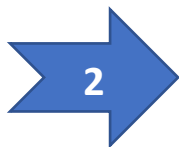
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As the person responsible for carrying out building work at the above-mentioned address, I have provided and given to the building owner/s, the following information.



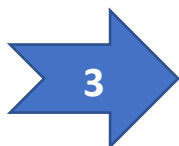
Fire safety information in compliance with **Regulation 38**

Your name (block capitals)



Fire safety information in compliance with **Regulation 39**

Your name (block capitals)



Fire safety information in compliance with **Regulation 40**

Your name (block capitals)

Your signature/s here