

Regulation 38 (Fire Safety Information)

Building Regulations require the person carrying out the work to give fire safety information to the responsible person no later than,

- the date of completion of the work to which the initial notice relates;
- the date of occupation of the building or extension;
- the date on which, in accordance with regulation 19 of the Building (Registered Building Control Approver etc.) (England) Regulations 2024, the initial notice ceases to be in force,

whichever is the earlier.

C3 Design Approvals cannot issue a Final Certificate until we have received notification that this information has been provided. To evidence this, we request that you complete and return this form to info@c3designapprovals.co.uk or your project surveyor.

The type and extent of information provided depends on the size and complexity of a building. As a minimum, it is expected that information should consist of a fire safety plan indicating the key elements of the building's fire strategy (escape routes, compartmentation, fire resistance, fire doors and door furniture, etc.), fire alarm details and layout plans, emergency lighting details and layout plans.

Further guidance is provided within Approved Document B, or BS 9999.

Project Information	
C3 Project Reference:	
Site Address:	
Description of works given on the Initial Notice:	
Declaration	
I confirm that in accordance with Regulation 38, fire safety information has been given to the responsible person. I have received notice from them acknowledging receipt of the information, and confirming the information provided is sufficient to enable them to understand, operate and maintain the building (and the fire safety systems in it).	
Name :	
Signed ⁽¹⁾ :	
For and on behalf of ⁽²⁾ :	
Date:	
(1) Typing your name instead of signing is acceptable (2) Company/organisation name, or not applicable (n/a)	