**Application for Pre-Warrant Compliance and Procedural Assessment**

To be completed in line with guidance within the Early Adopters Compliance Handbook by the Compliance Plan Manager/Relevant Person.

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| **Project Details** | |
| Building Warrant Pre- Application Reference |  |
| Project description (e.g., erection of a school) |  |
| Address of building/site |  |
| Post Code (if known) |  |

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| **Applicant** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Duly Authorised Agent** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Compliance Plan Manager** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |
| Compliance Plan Manager’s experience and expertise relative to the nature of works to be undertaken |  |

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| **Relevant Person** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Owner (if different from applicant)** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Architect** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Structural Engineer** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Fire Engineer** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Main Contractor** | |
| Name |  |
| Address |  |
| Post code |  |
| Tel No |  |
| E-mail |  |

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| **Record of any earlier Verifier Discussion(s)** | | |
| **Date(s) of Meeting(s)** | **Subject(s)** | **Outcome(s)** |
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| **Level of detailed information included for pre-application meeting** | |
| **Information Provided** e.g., drawings and supporting compliance information |  |

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| **Identify the approach to compliance with the building regulations** | |
| **Building Standards** | **Summary of approach/details of basis of design** e.g., follows Technical Handbooks guidance or detail alternative approach to compliance being adopted (including relaxation/Ministerial view) |
| Section 1 Structure |  |
| Section 2 Fire  (In addition, Proposed Fire Safety Design Statement in Appendix A should be completed) |  |
| Section 3 - Environment |  |
| Section 4 - Safety |  |
| Section 5 - Noise |  |
| Section 6 - Energy |  |
| Section 7 - Sustainability |  |

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| **High Risk Compliance Elements**  This will inform the inspection and documentation requirements for the project | |
| **Identified high risk compliance element** in the design and construction of the building | **Mitigation measures** - could be specific to a risk or general risk reduction methods |
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| **Certification of Design and Construction** | | | | | | |
| **Scheme** | **Certification to be used (Y/N)** | **Certifier** | **Certifier’s registration Number** | **Approved Body** | **Approved Body’s Registration Number** | **Further Details** (e.g., Schedule 1 items if using a Certifier of Design Building Structure) |
| Certification of Design (Building Structures) |  |  |  |  |  |  |
| Certification of Design (Energy) |  |  |  |  |  |  |
| Certification of Construction (Drainage, Heating and Plumbing) |  |  |  |  |  |  |
| Certification of Construction (Electrical Installations to BS 7671) |  |  |  |  |  |  |

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| **Consultations, Reports, and other Consents**  These may be statutory or recommended or necessary to inform the building design and can also have an impact of the building warrant approval timescales | | | | | |
| **Consultations** | **Statutory or Recommended Consultation (S or R)** | **Applicants Consultants Report and Supporting Information Provided** (if applicable) | **Date Consultation Sent** (if initiated by applicant) | **Date Consultee Consent/Approval** (if applicable) | **Applicants Comments & Notes** |
| Scottish Fire and Rescue Service (normally initiated by verifier) |  |  |  |  |  |
| Fire Engineering 3rd Party Check (initiated by verifier) |  |  |  |  |  |
| Scottish Water |  |  |  |  |  |
| SEPA |  |  |  |  |  |
| Contaminated Land/Environmental Health |  |  |  |  |  |
| Other(s) Consultation(s) |  |  |  |  |  |
| **Other Reports not included above**  List reports as submitted | | | | | |
| **Report Name** | **Description** | | **Applicants Comments & Notes** | | |
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| **Customer Agreement** | |
| Customer Agreement required Y/N (attach if appropriate) |  |

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| **Relevant Person/Compliance Plan Manager as Duly Authorised Agent** **Declaration** | |
| I / We\* apply for a Building Warrant Compliance and Procedural Assessment and declare:  1. That the work will be carried out in accordance with building regulations, and in accordance with the details supplied above and any necessary accompanying information (including annexes to this application, drawings, and specifications) (see note 6).  2. I am/we\* are the owner of the building / that the owner of the building is aware of this application\*. | |
| **Signed** (Relevant Person/Compliance Plan Manager as Duly Authorised Agent \* delete as appropriate) |  |
| **Dated** |  |

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| **Proposed Fire Safety Design Statement**  Final version is required to be submitted as part of the completion certificate submission |

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| **Building Design** | | |
| State number and width of any escape stairs |  | |
| Evacuation Methodology(1) | Simultaneous Phased Progressive Horizontal | |
| State fire resistance of the building elements(2) |  | |
| State occupancy capacity for each storey and the building(3) |  | |
| State number of final fire exits(4) |  | |
| **Fire Safety Measures** | **Yes / No** | **Supporting Information** |
| Are the recommendations for travel distance in the technical handbook guidance exceeded? If ‘Yes’ provide information | **Yes No** |  |
| Are there any ‘inner rooms’ in the building?(5).If ‘Yes’ provide information | **Yes No** |  |
| Will the building be secured when occupied?(6).  If ‘Yes’ provide information | **Yes No** |  |
| Will the building contain compartmentation / separation measures. If ‘Yes’ provide information | **Yes No** |  |
| Do any passive fire safety measures depend on activation of fire detection system?(7). If ‘Yes’ provide information | Yes No |  |
| Will an automatic fire suppression system be installed? If ‘Yes’ provide information | **Yes No** |  |
| Will a fire alarm / detection system be installed?If ‘Yes’ provide category information | **Yes No** |  |
| Will additional fire safety measures be installed?(8). If ‘Yes’ provide information | **Yes No** |  |
| Does the means of access, water supply and facilities for the Fire and Rescue Service accord with technical handbooks guidance? | **Yes No** |  |
| Will there be a dry / wet riser installed? | **Yes No** |  |
| Will fire-fighting lifts be installed? | **Yes No** |  |
| Will any commissioning certificates and maintenance schedules been provided?(9) | **Yes No** |  |
| Excluding normal maintenance, provide information  on any fire safety measures that rely on management actions or intervention?(10) |  | |
| **Other Relevant Fire Safety Information**  Provide details below | | |
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| **Proposed Fire Safety Design Summary - Guidance Notes** | | |
| 1. **Evacuation methodology for the building** - In most buildings, the evacuation strategy will be for occupants to evacuate a building immediately on becoming aware of a fire. This is called simultaneous evacuation. In some larger buildings however, the evacuation strategy allows those occupants most at risk to be evacuated first. This evacuation strategy relies on the building having additional fire safety measures installed in the building and may either be:   * phased, where some occupants evacuate parts of the building before others, or * progressive horizontal evacuation, where occupants leave the compartment of fire origin to adjacent compartments leading to a storey exit.   2. **Fire resistance of building elements** – In order to prevent the premature collapse or failure of load-bearing structural elements or compartment /separation elements of a building in a fire, appropriate levels of fire resistance should be provided.  3. **Occupancy capacity** - Is the maximum number of people expected in a space dependent on the area and use of that space, for example whether the occupants will be seated, standing, etc.  4. **Number of exits** – When a room or storey requires 2 or more escape routes it is assumed that in the event of a fire one of the escape routes may be compromised by fire. Consequently, the remaining exits will still allow the occupants sufficient time to safely leave the storey without delay.  5. **Inner room** - Means a room from which escape is possible only bypassing through another room, known as an access room. Occupants within an inner room could become trapped where there is an outbreak of fire in the adjoining access room.  6. **Securing the building** – Doors used for means of escape should be kept unlocked at all times when people are in the building. Removable security fastenings such as shutters, chains, bars, padlocks, etc. should be removed from all doors, on exit routes when the building is occupied to ensure the occupants opportunity for escape is not compromised.  7. **A number of passive fire safety measures depend on activation of fire detection systems** – For example: Fire doors, dampers, fire shutters, magnetic hold open devices etc.  8. **Additional fire safety measures** – In some buildings it may not always be possible to achieve the minimum standards set in the Technical Handbook guidance. In such circumstances additional compensatory factors may have been used to achieve a satisfactory level of fire safety. For example: Additional compartmentation provided, smoke control or pressurisation systems, smoke curtains etc.  9. **Commissioning certificates** - Any certificates and supporting test results should be complete and in a recognised format. They should provide clear and concise information to building owner, including manufacturer’s operating instructions for all equipment fitted.  10. **Building management** - The management of a building is an integral part of a fire strategy. While it is out with the scope of the Building (Scotland) Act 2003, developers and builders should note the importance of providing the occupants with information on the use of the equipment and on its maintenance.  11. **Relevant person/duly authorised agent** - The relevant person must submit their completion certificate when the building is complete, confirming that the building has been constructed in accordance with the relevant building warrant. The final Fire Safety Design Summary must be provided with completion certificates relating to the construction of, or conversion to, new non–domestic buildings, including extensions to existing buildings. Where the relevant person does not have the appropriate training, knowledge, and expertise to be aware of the hazards and risks involved, then the Fire Safety Design Summary may be signed by an authorised agent on behalf of the relevant person. | | |