

BUILDING SAFETY APPLICATION FLOW

STAGE	WORK TO NON HIGH-RISK BUILDING	WORK TO HIGH-RISK BUILDING	ESTIMATED ADDITIONAL TIMEFRAME
*Pre Works Application	2+ Weeks - Application to be issued to Local Authority / Registered Building Control Approver (RBCA)	12+ weeks (8 weeks for Existing Buildings) - Application to be submitted to Building Safety Regulator. BSR to review application. Application to be sufficiently detailed with progressed designs to meet validation criteria. Not meeting validation criteria will result in extended timescales.	10 WEEKS
Declarations & Initial Notice	Declaration 1: Competence Declaration signed by client confirming Principal Contractor and Principal Designer Initial Notice issued	Declarations to be submitted as required	
Gateway 2	N/A	Notice to be issued by the Regulator prior to commencing onsite. It is an offence to commence without BSR approval	1 WEEK
Prior to Commencing Works Onsite	2 Working Days before works start on site notify Approved Inspector/Local Authority	Post Gateway 2 Approval must be issued	
Declaration 2 Legal Commencement	Notify Approved Inspector/Local Authority when works are 15% complete		
Building Control Site Visits	Site visits to be scheduled to coordinate with work programme, or when lowest slab is constructed if there is an extension or new building works.	Higher volume of onsite visits and requests for audit and record information	
Site Inspections	Minimum Monthly inspections, recommend fortnightly to avoid non-compliance issues	Minimum Fortnightly inspections, more frequently if determined by BSR. Principal Contractor needs to ensure they document their own audit and inspections in addition to BSR inspection and submit as part of Gateway 3	
Gateway 3 Application/Pre Practical Completion Information & Inspection	To be submitted to the approved inspector prior to final inspection in a timely manner	8 weeks prior to proposed practical completion date – application to be submitted to BSR	8 WEEKS
Declaration 3 & Final Inspection	Approved Inspector/Local Authority carry out final inspection Declaration 3 Compliance Statement issued and signed by all of the duty holders (including the client). Evidence that Fire Safety Information has been handed to the client also required	BSR completes final inspection prior to Gateway 3 application Compliance Statement is issued and signed by all relevant duty holders, (including the client)	
Gateway 3 Approval	N/A	+8 weeks – application to be processed by the BSR. (Note: Regulator can request additional time if needed)	
Final Certificate	To be issued by Approved Inspector/Local Authority	To be Issued by Building Safety Regulator – Property cannot be occupied without Gateway 3 approval	18-20 WEEKS

* Note: As part of the planning process a Gateway one submission for new developments will be required.

* Note: A Building Regulations Principal Designer should be appointed to support the process.