

Regulation 38: Fire Safety Information Client Statement

The Building Regulations 2010 (as amended)

To: ContactsFullName ,
ContactsPrintAddress

Date: TodaysDate

Our Reference: ProjectNumber

Site Address: SiteAddressCommas

Current Description of Works: Proposal

Dear ClientFirstName,

Thank you for advising us that your works are now completed and for requesting a Final Inspection. Due to the use of the building, before anyone occupies the premises and prior to us issuing the Final Certificate you must confirm in a statement to us in writing/email under the requirements of Regulation 38: Fire Safety Information, the following is to be confirmed:

Compliance with Regulation 38:

All fire safety information is to be handed over to the responsible person (defined under Article 3 of the Regulatory Reform (Fire Safety) Order 2005) on completion or occupation, which ever date is sooner as set out under the requirements of the Building Regulations 2010. It is to be confirmed in writing (or email) that all fire safety information has been handed over and received by the responsible person to carry out their duty for the following requirements:

- Understand and implement the fire safety strategy of the building.
- Operate and Maintain any fire safety system provided in the building.
- Carry out an effective fire risk assessment of the building.

The above statement is required in advance of us issuing the Final Certificate(s) for flats with common parts, commercial and mixed use buildings (also new dwellings over 45m from the road).

Please note that this was requested in the Plan Check Review/Conditional Approval letter (see attached copy). Please also note we require a minimum of 48 hour notice for all stages of work before covering up. Final Inspections can take longer than this and you can occupy the building once we receive the above statement as a final certificate must be issued within **4/8 (delete as applicable)** weeks of occupation or completion of works, whichever date is sooner.

I shall provisionally book your final inspection in for **INSERT DATE** and look forward to receiving the above statement at your earliest.

Please contact me directly should you wish to discuss any of the above items or if you require any further information.

Kind regards,



Pauline Mullee BSc (Hons) C.Build E MCABE IEng
Registered Building Inspector
Class 2/4 Technical Manager
Director - Mullee Associates Limited
Registered Building Control Approver

Copied by Email to:

Sara Chetcuti (Mullee Associates); PCFullName (PCCompanyName) ; PDFullName (PDCompanyName)