

Briefing Note

**BUILDING SAFETY ACT -**  
REGISTERING IN-SCOPE BUILDINGS



## Registering In-Scope Buildings

The High Rise Building (HRB) Registration link opened on April 1st 2023 and for 6 months, the properties where you are the nominated Principle Accountable Person (PAP) will need to be registered. The Building Safety Regulator (BSR) (operated by the HSE) has now released information providing details about how to use the online portal to register buildings.

The BSR will then determine the priority of reviewing Building Safety Case Reports across all properties, and it is believed their initial focus will be on 50m+ buildings in Year 1 (2024).

From the 1st April 2023 - Building Registration will involve a multi-stage process:

- Provide basic building information (below)
- After providing this basic building information, additional key building information will need to be submitted to the Regulator via a link that is due to be released
- The regulator will then determine the priority of reviewing Building Safety Case reports across all properties
- Buildings will need to complete a Building Safety Case report and other key information as part of the ongoing operational requirement for the Building Safety Act that will need to be made available to the regulator when requested.

## Initial basic information required to “Register” buildings:

- details of the PAP for the building and any other Accountable Person(s) (AP) (including name, contact details and address) and, if there are multiple APs, confirmation of who is responsible for which part of the building
- the name and title of a nominated individual who will act as a single point of contact for the PAP within the organisation
- whether the PAP is a local authority, a registered private provider of social housing, a registered provider of social housing, or another type of organisation
- building address
- the year the building was completed, or the age band of the building where its precise age is not known, and whether on construction it had relevant building control consent
- the number of storeys and height (in metres) of the building
- the number of dwellings in the building
- a statement confirming that the information submitted is, to the best of the applicant's knowledge, truthful and accurate.

## Key Building Information:

The following information will be required as part of the key building information. It should be noted that the key building information is in addition and separate to the registration requirements. The key building information therefore should be seen as additional information to the registration requirements – and it does not duplicate information already requested as part of registration and it does not affect the registration application.

The portal to submit key building information will require the following information:

- PAP or AP(s) name (if changed from registration)
- building work – the date the BSR issued a Completion Certificate for building work carried out in a higher-risk building under the requirements of the new safety regime (where applicable)
- declaration of a change of use within the building (where applicable)
- external wall system material, insulation and percentage coverage
- type, material and percentage coverage of roof covering or roof system
- types and materials of external features
- energy supply to the building
- building frame material
- the fire standard that applies to the building
- the total number of staircases and the number that serve all floors
- the evacuation strategy of the building (e.g., stay put, simultaneous evacuation)
- a list of the fire and smoke control provisions and equipment within the building
- structural information of the building.

## **Next Stage - Building Assessment Certificate process expected to start April 2024**

After registration, the (PAP) for a (HRB) will need to apply for a Building Assessment Certificate (BAC) at the direction of the regulator.

To apply for a BAC, the PAP will need to send certain important documents to the BSR, including a copy of the Building Safety Case Report, details about the Mandatory Occurring Reporting System, and a copy of the Residents' Engagement Strategy.

The BSR will be responsible for letting the PAP know when they need to apply for their BAC, via a call-in notification. Once the AP has received this notification (which will likely be via email) they will have 28 days to send all the required documents to the BSR.

## **Residents' Engagement Strategy**

There will be a focus on residents' engagement and the Residents' Engagement Strategy will be a key part of the BAC assessment process.

This will include:

- what information will be provided to residents
- what decisions they will be consulted on
- how residents' views will be taken into account; and
- how the appropriateness of consultation undertaken will be measured.



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