

Regulation 38 – Guidance and Fire Safety Information Declaration

The Building Regulations 2010 (as amended)

Regulation 38 - Section 17 of Approved Document B Volume 1, and Section 19 of Approved Document B Volume 2

The aim of Regulation 38 of the Building Regulations 2010 (as amended) is to ensure that the person responsible for the building has sufficient information relating to fire safety to enable them to manage the building effectively. Compliance with Regulation 38 will be achieved when the person responsible for the building has all the information to enable them to do all the following:

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

Regulation 38 puts onus on the person carrying out the work to give fire safety information to the responsible person no later than:

- a) where the building, proposed building, or extension to which the building work relates is not occupied during the building work, the date of completion of the work or the date of occupation of the building or the extension, whichever is the earlier.
- (b) in any other case, the date of completion of the work.

The responsible person must give the person carrying out the work a notice acknowledging receipt of the fire safety 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) after the building work in question.

Essential Information to be Provided to the Responsible Person

An as built plan of the building should be produced showing all the following (where applicable):

- Escape routes – This should include exit capacity (i.e. the maximum allowable number of people for each storey and for the building)
- Location of fire-separating elements (including cavity barriers in walk-in spaces)
- Fire doorsets, fire doorsets fitted with a self-closing device and other doors equipped with relevant hardware

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- Locations of fire and/or smoke detector heads, alarm call points, detection/alarm control boxes, alarm sounders, fire safety signage, emergency lighting, fire extinguishers, dry or wet fire mains and other firefighting equipment, and hydrants outside the building.
- Any sprinkler systems, including isolating valves and control equipment
- Any smoke control systems, or ventilation systems with a smoke control function, including mode of operation and control systems
- Any high-risk areas (e.g. Heating machinery, places of special fire hazard)
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In addition, details should also be provided for all the following:

Specifications of any fire safety equipment provided, including routine maintenance schedules

- Any assumptions regarding the management of the building in the design of the fire safety arrangements
- Any provision enabling the evacuation of disabled people, which can be used when designing suitable personal emergency evacuation plans, including the location and mode of operation of evacuation lifts.

For complex buildings additional fire safety information would normally be necessary, please refer to Approved Document Part B Vol 2 Paragraphs 19.5 and 19.6 for more information. [2025](#)

[Amendments to Approved Document B volume 1 and volume 2](#)

This declaration must be submitted to CNC Building Control (enquiries@cncbuildingcontrol.gov.uk) within 5 days of occupation of the building, or completion of the work, whichever is the earlier.

A Completion Certificate cannot be issued before this Notice has been received.

Declaration

In accordance with Regulation 38 of the Building Regulations 2010 (as amended) we declare all the information shown above is fully understood, and all required information has been passed onto the person responsible for fire safety to allow them to manage the building effectively.

We **have/have not** (*please delete as applicable*) received a notice from the responsible person acknowledging receipt of the fire safety 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) after the building work in question.

Application Address	
Application Reference	
Name	
Signed	
Date	
Email Address	

If you have not received a receipt of acknowledgement from the responsible person, please provide details below on the steps that you have taken and the dates of these actions.

Date	Action	Response

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