



## STATUTORY INFORMATION REQUIREMENTS

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A Guide To The Information **YOU**  
Will Need To Send To Salus  
Under The New Requirements  
For  
The Building Regulations  
From 1<sup>st</sup> October 2023  
(ENGLAND ONLY)

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## Contents

Introduction	1
Step 1 – The Initial Notice	2
Step 2 – Information About the Duty Holders	3
Step 3 – Sitework Notifications	4
Step 4 – Compliance Declarations	6
Form 1 – Initial Notice Information	7
Form 2A – Duty Holder Information	10
Form 2B – Change of Duty Holder	12
Form 3 – Compliance Declaration on Completion	14

Issue	Description	Date
1.	First Issue	1.10.23

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## Introduction

Building Regulations for England changed on **1<sup>st</sup> October 2023**.

This guide describes the information you will need to send to Salus to meet these changes for England only.

They begin with the information needed for the Initial Notice, continue with the contact details for the people who are appointed to the new statutory duty holder roles & commencement notifications for the work itself and end with the statements of compliance needed when all or part of the work is complete.

**These are statutory requirements and must be completed, without these 4 steps being completed your building project can not commence or be completed.**

*If you have any queries or require assistance please contact your quote manager or project surveyor at Salus on 0333 800 5678, who will be pleased to discuss any queries.*

## Step 1 – The Initial Notice

The amount of information needed in the Initial Notice has significantly increased.

- Please complete and return Form 1 so that we can serve this.

This Notice must be served at least 5 working days before work begins on site

**Initial Notice**

Section 47 of the Building Act 1984 ("The Act")  
The Building (Approved Inspectors etc.) Regulations 2010

Salus Reference: \_\_\_\_\_ Date: \_\_\_\_\_

To: \_\_\_\_\_

1. This notice relates to the following work: \_\_\_\_\_

2. The approved inspector in relation to the work is: \_\_\_\_\_

3. The person intending to carry out the work is: \_\_\_\_\_

4. The work [does] / [does not] concern a new dwelling: \_\_\_\_\_

5. With this notice are the following documents, which are those relevant to the work described in this notice:  
 a) [in the case of the erection or extension of a building, a plan to a scale of not less than 1:1250 showing the boundaries and location of the site and (where the work includes the construction of a new drain or private sewer) a statement:  
 i) as to the approximate location of any proposed connection to be made to a sewer, or if no connection is to be made to a sewer, as to the proposals for the discharge of the proposed drain or private sewer including the location of any septic tank and associated secondary treatment system, or any wastewater treatment system or any cesspool];  
 b) [in the case of a new dwelling a statement:  
 i) a statement whether or not one or more, and if so which of the following optional requirements in the Building Regulations 2010 applies to the building work:  
 aa) regulation 35(2)(b) (optional water efficiency requirement of 110 litres per person day),  
 bb) Schedule 1 Part M optional requirement M4(2) (category 2 – accessible and adaptable dwellings),  
 cc) Schedule 1 Part M optional requirement M4(3) (category 3 – wheelchair user dwellings), or

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## Step 2 – Information About the Duty Holders

The client (any person for whom a project is carried out) is responsible for planning, managing and monitoring the project (including time and resources) to ensure that it complies with all requirements of the Building Regulations.

As part of this role, **clients** need to ensure that projects have a **principal designer** and a **principal contractor**. Details of the people appointed to these roles must be notified to Salus within **14 days of the appointment**.

- Please complete and return Form 2A following each of these appointments.

Note :

If the person, company or organisation in these roles changes you will need to notify us of the change.

- Please complete and return Form 2B if any changes occur.

Chapter 1 of the 2023 amendments to Building Regulations set out the duties and competence for everyone working on the project. All organisations and individuals are required to comply with these requirements and must therefore ensure that they understand and meet these statutory obligations.



## Step 3 – Sitework Notifications

At least 2 notifications are required for all projects and a third is needed for in flight works to Higher Risk Buildings.

### **First Notification – inspection notification for all projects**

The person carrying out the work must notify us of their intention to start work at least 2 days before work begins. The notification must state the intended start date.

### **Second Notification – commencement notification for in flight HRB projects**

This notification only applies in flight projects on Higher Risk Buildings (those buildings containing 2 or more flats, a hospital or a care home with a top floor over 18m from ground level, or with 7 or more storeys above ground level).

The person carrying out the work must notify the Local Authority and send a copy of the notice to us within 5 days of the work becoming sufficiently progressed.

Sufficiently progressed is defined as:

1. *Where the building work consists of the construction of a building, when the pouring of concrete for
  - a. *the permanent placement of the trench, pad or raft foundations, or*
  - b. *the permanent placement of piling, for that building has started.**
2. *Where the building work consists of work to an existing building, when that work has started.*
3. *Where the building work consists of a material change of use of a building, when work to effect that change of use has started.*

Without this Notice being served our Initial Notice will become invalid and control of the work reverts to the Building Safety Regulator.

### **Third Notification - fixed point notification for all projects**

The person carrying out the work must notify us within 5 days of the building work reaching a fixed point.

The fixed points are defined by the Regulations and differ according to work and building type as follows:

#### ***Construction of a Complex Buildings***

*Where the work consists of the construction of a complex building, work is to be regarded as commenced in relation to that building or the first stage of building work for that building when the foundations supporting the building and the structure of the lowest floor level of that building (but not the other buildings or structures to be supported by those foundations) are completed.*

*A complex building is:*

- (a) a building which is constructed on the same foundation plinth or podium as any other building or structure,*
- (b) a building which has more than one storey below ground level, or*
- (c) a building where it's proposed use is primarily as a public building where the public or a section of the public has access to the building (whether or not on payment) provided that the building has a capacity for 100 or more visitors.*

*In this context "public building" means—*

- (a) a shop or shopping centre;*
- (b) premises where food or drink are sold for consumption on the premises, including a nightclub, social club or dance hall;*
- (c) a stadium, theatre, cinema, concert hall;*
- (d) a sports ground;*
- (e) an exhibition hall or conference centre;*
- (f) a hospital or premises for the provision of health care.*

#### ***Construction of Other Buildings and Extensions to All Buildings (Including Complex Ones)***

*Work is to be regarded as commenced when the sub-surface structure of the building or extension including all foundations, basement levels (if any) and the structure of ground floor level is completed.*

#### ***All Other Building Work***

*Work is to be regarded as commenced when the initial work is completed.*

*"initial work" means the work set out in the initial notice which the client considers amounts to 15% of all the work described in the initial notice.*



## Step 4 – Compliance Declarations

When all or part of building work described in the Initial Notice is complete the client will need to provide a compliance declaration – we cannot issue a Part Final Certificate or Final Certificate without having received this.

When Regulation 38 applies to the project you will need to notify us that the fire safety information has been given to the responsible person. The responsible person is the person defined by the Regulatory Reform (Fire Safety) Order.

- Please complete and return Form 3 when all, or, if you require a Part Final Certificate that part, of the work is complete.

*Regulation 38 applies where:*

- The work consists of or includes the erection or extension of a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the work; or
- A change of use occurs and after the change of use the Regulatory Reform (Fire Safety) Order 2005 applies to all or part of the building.





## Form 1 – Initial Notice Information

This form needs to be completed in full and returned to Salus to enable the Initial Notice to be processed and served

Quote Ref or Project Ref

All buildings:

1. Is the following description of work correct? Yes/No  

*'description on quotation/ initial notice'*
2. If not what is the correct description?  
 .....  
 .....
3. Is the following address for the work correct? Yes/No  

*'address of project on the quotation / initial notice'*
4. If not what is the correct address?  
 .....  
 .....
5. Is the top floor of the building over 18m from ground level? Yes/No
6. Does the building have 7 or more storeys above ground level? Yes/No
7. If the answer to 5 or 6 is yes does the building contain 2 or more flats, a hospital or care home? Yes/No/NA
  - o If yes, please circle which applies:  

*2 or more flats,*
*a hospital or*
*care home*
8. Client (definition following the form) contact details:

<i>Name</i>	
<i>Company name</i>	
<i>Address</i>	
<i>Postcode</i>	
<i>Phone number</i>	
<i>Email address</i>	

9. Substantive start dates:

- a. If the work involves a new complex building (definition following the form) what date will the foundations and lowest floor of the building (or the complex part of the wider building) be complete?

Date:

- b. If the work is a new building that does not involve a complex or horizontal extension to an existing building of any type what date will the foundations, basements and ground floor slab be complete?

Date:

- c. For any other work:

- i. What date will 15% of the work described in the Notice be complete?

Date:

- ii. Please describe what works are included in this 15%.

.....

**Additional information needed for All New Buildings And Extensions:**

1. A site plan at a scale of not less than 1:1250 showing the boundaries and location of the site.
2. A plan showing the locations of any new connections to the public sewers, or confirmation that there are no new connections to public sewers.

**Additional information needed for All New Dwellings:**

1. A copy of the planning permission (or advise us if planning permission has not been obtained yet).
2. A statement giving details of how the connection is to be made to the internet service providers network (or if no connection is to be made a statement detailing how the exemptions from this apply to the work).

*Definitions:*

The client is the person for whom the work is being carried out – the individual, company or organisation paying for the work to be done. The Notice must include contact details of the relevant individual within the company or organisation.

A complex building is:

- A. *A building which is to be constructed on the same foundation plinth or podium as any other building or structure,*
- B. *A building which has more than one storey below ground level, or*
- C. *A building where it's proposed use is primarily as a public building where the public has access to the building (whether or not on payment) provided that the building has a capacity for 100 or more visitors.*

*In this context "public building" means—*

- (a) a shop or shopping centre;*
- (b) premises where food or drink are sold for consumption on the premises, including a nightclub, social club or dance hall;*
- (c) a stadium, theatre, cinema, concert hall;*
- (d) a sports ground;*
- (e) an exhibition hall or conference centre;*
- (f) a hospital or premises for the provision of health care.*



**Details of the person providing this information:**

Name	
Company name	
Address	
Postcode	
Phone number	
Email address	

Signature: .....

Dated: .....

If the person providing the information is **not** the client:

I, ..... (*the client for this project*) confirm that I agree to this notice being made on my behalf and that the information contained in the notice is correct.

Signature .....

Dated .....

## Form 2B – Change of Duty Holder

This information must be provided to Salus following appointment to the roles  
it can be completed by a third party but must be signed by the client

The principal, (sole or lead) designer\* - principal (or sole) contractor\_ for this project has changed.

\*Delete as appropriate

Project Ref :

The person that previously held this role was:

<i>Role</i>	
<i>Name</i>	
<i>Company name</i>	
<i>Address</i>	
<i>Postcode</i>	
<i>Phone number</i>	
<i>Email address</i>	
<i>Date of Appointment</i>	

The person now appointed to this role is:

<i>Role</i>	
<i>Name</i>	
<i>Company name</i>	
<i>Address</i>	
<i>Postcode</i>	
<i>Phone number</i>	
<i>Email address</i>	
<i>Date of Appointment</i>	

Continued...../.

Details of the person providing this information:

Name	
Company name	
Address	
Postcode	
Phone number	
Email address	

Signature .....

Dated .....

If the person providing the information is **not** the client:

I, ..... (*the client for this project*) confirm that I agree to this notice being made on my behalf and that the information contained in the notice is correct.

Signature .....

Dated .....



## Form 3 – Compliance Declaration on Completion

This declaration must be completed in Full and be provided to Salus before a Part Final Certificate or Final Certificate can be issued

There are 3 parts to this form:

- Principal designer (or sole or lead designer) declaration
- Principal contractor (or sole contractor) declaration
- Client declaration

All three parts must be completed.

Project Ref:

### Principal designer (or sole or lead designer) declaration

I, the principal designer (or sole or lead designer), confirm that I have fulfilled my duties as a principal designer under Part 2A (duty holders and competence) of the Principal Regulations

<i>Name</i>	
<i>Company name</i>	
<i>Address</i>	
<i>Postcode</i>	
<i>Phone number</i>	
<i>Email address</i>	
<i>Date of Appointment</i>	

Signature .....

Dated: .....

Continued...../....

Form 3 – Compliance Declaration on Completion  
Principal contractor (or sole contractor) declaration

Project Ref:

I, the principal contractor (or sole contractor) confirm that I have fulfilled my duties as a principal contractor under Part 2A (duty holders and competence) of the Principal Regulations

<i>Name</i>	
<i>Company name</i>	
<i>Address</i>	
<i>Postcode</i>	
<i>Phone number</i>	
<i>Email address</i>	

Signature .....

Dated: .....

Continued...../.....

Form 3 – Compliance Declaration on Completion

**Client declaration**

Project Ref :

I, the client, confirm that building work is complete.

I, the client, confirm that to the best of my knowledge the work complies with all applicable requirements of the building regulations.

[I confirm that Regulation 38 applies to this project and the person carrying out the work has given the required information to the responsible person]\*

*\*Delete if not applicable*

Name	
Company name	
Address	
Postcode	
Phone number	
Email address	

Signature .....

Dated: .....