

# Fire Safety Guidance Note: Consultation process with the London Fire Commissioner

# GN83

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## **Explanatory note:**

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021, (The Order) in London.

This Guidance Note provides general fire safety advice in respect of statutory consultations with the Commissioner under the Building Regulations.

This Guidance Note is one of a series produced by London Fire Brigade (LFB) to provide advice on various aspects of fire safety. If you require any further guidance on the advice given or require advice on another topic, please visit your local Fire Safety Office, telephone 020 8555 1200 and ask for the nearest Fire Safety Office, or visit our web site at <http://www.london-fire.gov.uk>.

## **1 Introduction**

- 1.1 This document has been prepared by the London Fire Brigade (LFB) Prevention & Protection department (formerly Fire Safety: Regulation and Community).
- 1.2 Where reference is made in this document to building control bodies (BCBs), this is intended to refer to both local authority registered building inspectors and private sector registered building control approvers (previously known as approved inspectors).
- 1.3 The content of this document is also applicable to statutory Building Regulations consultations (BRCs) submitted to the Commissioner by the Building Safety Regulator (BSR). However, the involvement of LFB personnel in multi-disciplinary teams at gateways 2 and 3, and when assisting the BSR in assessing Building Assessment Certificate applications for existing higher-risk buildings, is outside of the scope of this document.
- 1.4 The BRC administrative processing and technical reviewing function is undertaken by LFB staff on behalf of the Commissioner. Reference is made to the LFB hereafter in this document and should be read to be interchangeable with reference to the Commissioner as the fire and rescue authority, in this context.
- 1.5 This guidance has been written with the aim of improving the statutory consultation process between BCBs and the LFB, specifically for consultations received in relation to the Building Regulations. It forms part of our drive to improve the quality of our service and to ensure that our processes are consistent with Building Regulations and Fire Safety Procedural Guidance. The intended audience of this guidance note is BCBs and the BSR and the primary purpose of this guidance is to explain how BCBs and the BSR should undertake BRCs with LFB.

## **2 Submitting a Building Regulations consultation**

- 2.1 There are two principle methods of submitting BRCs to the LFB:
  - Electronic consultations
  - Hard copy consultations

We require that all parts of each individual BRC are sent using either an electronic or hard copy method and not using a mixture of both. For example, we do not accept a submission of some documents and plans in hard copy format and additional supplementary information sent subsequently by an electronic method.

## Electronic consultation submissions

- 2.2 The instructions provided in this document relating to electronic consultation methods supersede all previous instructions.
- 2.3 There are now two methods to submit an electronic consultation. The method of email consultation remains available, and instructions are provided below. We are now also able to receive consultations uploaded via a new, Microsoft SharePoint Online-based system, hereafter referred to as the 'SharePoint system'.
- 2.4 Due to security restrictions, we are unable to accept files via any other file sharing method, such as Dropbox, WeTransfer, Google Drive etc. Any BRCs sent to LFB using these methods are automatically blocked by our IT systems and cannot be processed.
- 2.5 All submissions must be in the form of a single file transfer, either as a single email or a single upload to the SharePoint system. We are unable to accept multiple electronic submissions for an individual BRC submission.

Where a BRC is submitted as multiple emails due to file size limitations then the submission will be rejected and a resubmission will be required, either using the SharePoint system, which has a higher capacity, or in hard copy format.

- 2.6 **We are unable to accept an individual BRC submission of equal to or greater than 25MB in file size (via email) or equal to or greater than 50MB in file size<sup>1</sup> (via the SharePoint system)**, except for fire and/or evacuation modelling input and results data, which must be uploaded separately. We require that all submissions where the main consultation package is 50MB or greater in file size are sent to LFB via the hard copy method detailed below.
- 2.7 All plans should be submitted in PDF format with clear file names e.g. Ground Floor, site layout etc. Any drawing number can be retained after this simple description.
- 2.8 Plan PDFs should contain at least one dimension to which the PDF scale can be calibrated against.
- 2.9 All documents attached to a submission must have clear, simple file names, e.g. Fire Strategy Report, BCB tracker schedule etc. Any document reference number and other file naming information can be retained after this simple description.

Further guidance is provided in Appendix 1. This includes guidance on the types of documents and plans we need to receive and those which can normally be omitted, as well as the naming protocol and formatting of electronic files. Following this guidance will both assist our staff in efficiently reviewing consultations and it should also assist you with meeting the maximum file size limits.

- 2.10 Email consultations must be sent to [fsr-electronicconsultation@london-fire.gov.uk](mailto:fsr-electronicconsultation@london-fire.gov.uk). **This is the dedicated LFB email address for receipt of BRC and should only be used for this purpose. Emails with BRCs must not be sent to any other LFB mailboxes as they may not be monitored and will not be processed as a statutory consultation.**

Enquiries regarding consultations already submitted by email should be sent to [BDCHAdmin@london-fire.gov.uk](mailto:BDCHAdmin@london-fire.gov.uk) and not to the BRC submission email address given above.

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<sup>1</sup> Note: this file size limit does not include fire and/or evacuation modelling input and results data which will typically be several gigabytes (GB) in total file size. Please see separate guidance on fire/evacuation modelling submissions.

- 2.11 **Please do not copy or send further correspondence directly to individual LFB employees**—such as an individual Building Design Consultation Hub (BDCH) Technician or Fire Safety Inspecting Officer who may have sent you a previous response—when submitting consultations by email. **Submissions sent to individuals will not be processed.**
- 2.12 When using the new SharePoint system, you will receive automated notifications by email at different stages of processing. This system also provides a facility for requesting updates on the status of consultations where a response has not been received within the anticipated timescale.
- 2.13 You will also receive an automated response to acknowledge receipt of a BRC via the email method, but this will only be on initial receipt of an email consultation and no further automated notifications are sent.

Please note that this has not always been the case. If you have not have received an automated response to an older BRC submitted by email this does not necessarily mean it was not received. If you have not received a consultation response or a holding letter within 15 working days then please contact us using the details provided in section 10.

- 2.14 Please follow detailed instructions provided either within Appendix 2 (for the email method) or in section 3 and Appendix 3 (for the SharePoint system), depending upon the electronic submission method you wish to use.

### **Hard copy consultation submissions**

- 2.15 We continue to be able to receive hard copy consultations. However, our preference is to receive consultations in electronic format.
- 2.16 Hard copy consultations must **only** be posted to the following address:

Building Design Consultation Hub  
Prevention and Protection  
London Fire Brigade  
169 Union Street  
London SE1 0LL

We recommend that hard copy consultations are sent to us using a tracked postage method. We request that consultations are not hand delivered to reception at the address given above.

- 2.17 We do **not** require multiple copies of documentation or plans.
- 2.18 When submitting a BRC in hard copy format then we request that all documents, including documents supporting fire and/or evacuation modelling analyses (for example computational fluid dynamics (CFD) analyses) are submitted as hard copy versions and only the model input and results data are submitted via a USB drive or equivalent storage device, securely attached to the documents and plans.

If we receive an electronic submission of the main consultation package and the fire and/or evacuation modelling data files are then submitted separately on a USB drive or equivalent, then we will have to reject the submission.

Additionally, if a full submission of consultation documents and plans, with or without any modelling data files, is provided on a USB drive or equivalent then we will have to reject the submission.

### 3 Electronic consultation submissions via the new SharePoint system

- 3.1 Please note that the LFB Egress Switch portal that was previously available as a method for submitting larger was discontinued in July 2022 due to reliability issues. We wrote to all BCBs at that time via CICAIR, LABC and LDSA to announce this. BRCs submitted using Egress Switch will not be processed.
- 3.2 Full instructions to register for and use our new SharePoint system are provided in Appendix 3. The following is a high-level overview only.  
We have also produced a document of frequently asked questions (FAQs), which can be found in Appendix 4.
- 3.3 To assist us in providing a prompt response to all BCBs, we request that you consult the full instructions and FAQs prior to submitting queries on how to use the system.
- 3.4 Prior to first using the SharePoint system you will need to register for a user account. Each individual user must register for an account as this enables a two-factor authentication method to be set up.

Registration involves completing a simple online form, after which an email invitation will be sent to the user requiring them to set up two-factor authentication. The user will then be able to upload consultation packages and fire/evacuation modelling files.

When a user account is registered for any BCB employee for the first time this will also create an account for that BCB. Future registrations will automatically be associated with the relevant BCB's user area.

- 3.5 The **only** method for submitting fire/evacuation modelling data files as part of an electronic BRC is by using the SharePoint system.
- 3.6 The **only** circumstance under which we accept multiple submissions relating to a BRC is in the case of a primary consultation package accompanied by supporting fire/evacuation modelling data. This does not apply to supplementary information submitted whilst a BRC is being considered. Please follow the guidance in paragraph 6.2, below, for such cases.
- 3.7 When submitting a BRC including fire/evacuation modelling data files using the SharePoint system, two separate uploads need to be made: one for the main consultation package—comprising covering material, documents and plans—and another containing modelling data files only. Fire/evacuation modelling data files should only be submitted via the upload folder dedicated for this purpose. All reports supporting the fire/evacuation modelling analyses, such as CFD analyses reports and third-party peer review reports, must be submitted with the main consultation package and not with the data files.  
  
This is consistent with the hard copy consultation process detailed in section 2, above.
- 3.8 A note must be placed within section 6 of the Fire & Rescue Service Consultation Proforma advising if the consultation includes fire/evacuation modelling data files and that these have been submitted.
- 3.9 Fire/evacuation modelling data files are typically only reviewed by members of LFB Fire Engineering Group. In many cases the reviewing engineer does not need to review the data files and will rely upon the content of the BCB's own assessment and approvals decision, as well as the third-party peer review report, where applicable. It is important that the BCB's assessment,

supported by that of their appointed third-party peer reviewer where applicable, explicitly confirms if the modelling data was reviewed as part of the assessment, or not.

BCBs and their third-party peer reviewers should not rely upon LFB to review modelling input and results data on their behalf and it is our expectation that the approvals decision of the BCB will consider the suitability of the inputs and results data relating to fire/evacuation modelling analyses and not simply the content of the supporting reports.

It is our expectation that BCB comments, as well as any third-party peer review report undertaken on behalf of the BCB, will only be provided with a BRC submission once any outstanding queries or concerns raised by the BCB or third-party peer reviewer have been resolved.

Further information on when we expect to receive fire/evacuation modelling data files is provided in paragraphs 4.12 to 4.15, below.

## 4 Information required with all consultations

### The BCB formal consultation letter

4.1 Due to the large quantity of statutory and non-statutory consultations of various types that we receive each year, it is very important for non-technical members of our Administrative Support (admin) team to be able to identify the type of consultation that has been received to ensure it is correctly processed. Therefore, every statutory consultation submitted must include a covering letter clearly detailing the legislation under which the consultation is taking place, for example:

- *For BRCs from local authority BCBs:*  
The Building Regulations etc. (England) Regulations 2023 and The Regulatory Reform (Fire Safety) Order 2005 (as amended)
- *For BRCs from RBCAs:*  
The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 and The Regulatory Reform (Fire Safety) Order 2005 (as amended), Article 46
- *For BRCs from the BSR:*  
The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023  
The Regulatory Reform (Fire Safety) Order 2005 (as amended)

4.2 The covering letter should also provide full address details (including the full postcode) of the proposed or existing premises falling within the scope of the consultation as well as a full scope of work.

4.3 The Fire & Rescue Service Consultation Proforma **must** include an email address where our consultation response letter should be sent. Where one is available, an organisational email address/group mailbox address must also accompany any individual's email address provided to ensure receipt of our BRC response.

It is our strong recommendation that a group/shared mailbox address is made available so that our BRC responses are received when individuals are unavailable.

### Building Regulations and Fire Safety Procedural Guidance – Fire & Rescue Service Consultation Proforma

4.4 To ensure that the process of consultation with the Commissioner is consistent with the recommendations of Building Regulations and Fire Safety Procedural Guidance, we request that every consultation submitted be accompanied by the Fire & Rescue Service Consultation

Proforma included within Appendix J of the Building Regulations and Fire Safety Procedural Guidance. (Note: a copy of the current proforma is provided in Appendix 5).

- 4.5 **All fields within the proforma must be completed.** If a section is not relevant then please state 'Not applicable'/'N/A', as this will be reviewed by non-technical members of our admin team, upon initial triage, who will not be trained in analysing the accuracy of the content in the proforma.

Where a proforma is not provided, or where the content is incomplete or clearly incorrect, we will need to reject the BRC upon initial triage due to insufficient information being provided.

The proforma should be completed with sufficient detail and precision. For example, the height to top storey should be given as a dimension measured from the plans and not simply as a range (i.e. 19.5m not 18-30m).

### **Plan content and quality**

- 4.6 Please provide scaled, current plans relating to the proposed building works.
- 4.7 It is **only** necessary to provide fire strategy layout plans. Where fire strategy plans have not been provided by the Building Regulations applicant then please provide general arrangement layout, section and elevation plans.

Please do **not** submit other types of plans, such as mechanical, electrical and public health (MEP) layouts, fire protection system schematics, fire suppression system layouts, reflective ceiling plans etc.

Either the fire strategy report should detail the specification standards or codes of practice that fire protection and life safety systems are designed to or, where no fire strategy report has been produced, this information should be provided as part of the fire strategy plans and/or reflected in the submitted proforma.

- 4.8 Plans should provide sufficient detail for us to assess the submission and should clearly indicate the fire safety arrangements being implemented. Submission of both existing and proposed drawings, where applicable, can sometimes assist review.
- 4.9 If submitting a consultation in hard copy format, plans should be no less than A3 size and should be plotted at a scale shown on the plans.
- 4.10 If submitting a consultation via one of the two electronic methods, plans should include a scale bar allowing calibration of measurement tools in software.
- 4.11 Plans should include site layout plans showing fire and rescue service access arrangements, to enable us to fully consider proposals of how functional requirement B5 of the Building Regulations will be met.

### **Consultation submissions that include fire and/or evacuation modelling data**

- 4.12 Where fire and/or evacuation modelling analysis (for example, CFD analysis/field fire modelling, zone fire modelling, evacuation modelling, structural fire engineering calculation using software etc.) is being relied upon as part of the proposed fire safety design, then the supporting modelling report(s) should be provided.

- 4.13 Where the BCB has reviewed the fire/evacuation modelling analyses themselves then the consultation package should include the BCBs own comments on the suitability of the analyses, as well as an explicit statement of their approval decision.

Where the BCB has relied upon a review by a suitably competent third-party peer reviewer appointed on their behalf then the third-party peer reviewer's report should be provided along with the BCBs conclusions and approval decision, as informed by their third-party peer reviewer.

As stated in paragraph 3.8 above, we expect that all outstanding queries or concerns will be resolved to the satisfaction of the BCB and, where applicable, the BCB's third-party peer reviewer, prior to submission of the reports and modelling data with a BRC. If this process has not been completed when the initial Building Regulations application is received by the BCB then this can be provided with a subsequent consultation, so as not to delay the consultation process.

- 4.14 We do not necessarily require fire modelling data files to be provided where these analyses support guidance-compliant design proposals. Common examples of situations where fire modelling analyses may be used in this context include, but are not limited to:

- Residential common corridor mechanical smoke ventilation systems with guidance-compliant travel distances, for example a single direction of travel through a smoke ventilated lobby or portion of common corridor of up to 7.5m (or extended to 15m, where a suitable automatic water fire suppression system is provided, when following the guidance in BS 9991:2015). Whilst we understand that CFD modelling is often undertaken to validate the design of a proposed mechanical smoke control system, where the travel distances do not exceed the limits recommended in guidance then we will typically not review the modelling input and results data files.
- Car park smoke clearance systems designed in accordance with Approved Document B, Volume 2 (2019, as amended) paragraph 11.5 or BS 9999:2017, clause 27.3. We will typically not review modelling data where a car park mechanical smoke ventilation system is provided for smoke clearance (as opposed to smoke control), in accordance with the recommendations of the guidance cited above. However, we do request that the modelling data is provided where a performance-based car park smoke control system is proposed in accordance with the recommendations given in BS 7346-7:2013, clause 4, or where a car park smoke clearance system is proposed to also compensate for omission of dedicated lobby smoke ventilation protecting stairs connecting to the car park.

In cases such as the guidance-compliant scenarios referenced above, we still require that you provide the associated CFD report(s), in addition to any third-party peer review report undertaken on your behalf.

If you are unsure as to whether to submit modelling data files then please contact us using the details given in paragraph 10.1.6, below. Please provide details of the type of proposal and the objectives of the fire modelling analyses and we can advise if we expect the modelling data to be provided. In some cases, we may review the initial consultation based upon the detail given in the reports only and then request that the modelling data be provided with a subsequent consultation.

- 4.15 Where submitting fire/evacuation modelling data, please be aware that the only models for which we have the capability to review the input and results data are those created using:

- NIST Fire Dynamics Simulator (FDS), with input and results data viewed in either NIST Smokeview (SMV) or Thunderhead Engineering Pyrosim
- NIST Consolidated Model of Fire and Smoke Transport (CFAST)
- BRANZ B-RISK (review of results data in SMV only)

- Thunderhead Engineering Pathfinder
- 4.16 If presenting simulation results data produced by other types of fire/evacuation models (e.g. Ansys CFX, Legion, MassMotion, SAFIR, ABAQUS, Vulcan, University of Greenwich Fire Safety Engineering Group SMARTFIRE and EXODUS) then we can accept visualisations of results as video files. However, in all cases, it is our expectation that the inputs and results will be fully detailed in the written report(s) accompanying the analyses.

## 5 LFB administrative and technical triage processes

- 5.1 All consultations that are submitted to LFB undergo triage to ensure a level of consistency in the information that is submitted as part of a BRC and to ensure that an efficient review is possible.
- 5.2 There are two levels of triage carried out on all BRC submitted to the LFB. These are as follows:
- **Non-technical triage:** carried out by our BDCH Administrative Support team.
  - **Technical triage:** carried out during initial review by BDCH Technicians.

### Non-technical triage – BDCH Administrative Support team

- 5.3 The non-technical review applied by our admin team is detailed in Appendix 6 Section 1, which allows BCBs to check their submission prior to sending it to LFB to ensure there is sufficient basic information for a technical review to be carried out.
- 5.4 We reserve the right to reject a BRC that we consider incomplete, indicating clearly to the BCB our reasons for rejection.

### Technical triage – BDCH Technicians

- 5.5 This process takes place before the technical review of a consultation and is a triage process, undertaken soon after the job is allocated to a BDCH Technician. The primary objective is to ensure that the information provided is of sufficient technical quality to allow the reviewing officer to fully assess the proposed design.
- 5.6 Examples of areas included in this technical review are given in Appendix 6 Section 2, which allows BCBs to check their submission prior to sending it to LFB.
- 5.7 As with administrative triage, we reserve the right to reject a BRC that we consider incomplete, indicating clearly to the BCB our reasons for rejection.
- 5.8 Even where a consultation is not considered sufficiently detailed, we may still choose to issue a response in cases where we identify fundamental areas of concern. This will usually be based upon a high-level review only. Where this is the case, our response will highlight any areas of significant or fundamental concern and may also provide a non-exhaustive list of other comments/observations.

## 6 General considerations for all BRCs

- 6.1 Submissions should not be made via multiple methods. For example, please do not submit a consultation electronically and in hard copy, or copying multiple email addresses, or both by email and via the SharePoint system etc. This causes delays within our internal processes, as it creates confusion and duplicates work, both for our admin teams and technical fire safety officers.

Please do not submit the same consultation multiple times via the same method unless requested to do so.

- 6.2 If you are providing supplementary information prior to receiving our response, please provide this in the same method as the original submission, e.g. a hard copy initial submission must have any supplementary information submitted in hard copy format also.

We also require that a proforma is submitted with any supplementary information provided. The proforma should clearly identify that this is supplementary/additional information to a live/existing consultation that has been provided to LFB – please check the 'Statutory Consultation (additional information)' box in section 1.0 'Project Details'. This enables us to associate the supplementary information with the existing/live consultation. If this is not identified, it is likely that the new information will not be reviewed along with the existing/live consultation.

- 6.3 The only documents/plans that should be submitted are those relevant for LFB to review and provide comment upon, i.e. those which are fire safety related, such as fire strategy or general arrangement plans. Any extraneous documents will delay the review process and may result in the consultation being rejected.

Further guidance on the content of the consultation submission is given in Appendix 1.

- 6.4 When the scope of works relates to part of an existing premises, or constitutes fit-out works following completion of the base-build shell and core works, provision of details of other parts of the premises or the base-build fire strategy may be necessary to enable the proposals to be reviewed in context. In such cases, it should be clearly detailed in section 7 of the proforma (as part of the BCB's comments) that any base-build information provided is supplementary and provided for context only, and does not form part of the proposed scope of works for the BRC submitted.

- 6.5 So that your consultation can be reviewed as efficiently as possible, we request that each cover letter and consultation is related to a single building and not multiple buildings/addresses, except in cases where buildings share common parts.

Where multiple consultations are being sent in hard copy format these should be clearly separated from each other (for example using an elastic band) and have a consultation covering letter and proforma attached at the front of each separate consultation.

For both electronic and hard copy submissions, a separate consultation package must be provided for each discrete consultation. For electronic BRCs, further guidance on this is given in Appendices 2 (email method) and 3 (SharePoint system).

- 6.6 Where a consultation involves a development site which will constitute multiple, separately addressed premises, we recommend that a separate consultation is submitted for each part of the development. The Building Regulations applicant's design team should be encouraged to produce separate fire strategy reports for each part of the development where fire safety will be, or could be, managed by separate responsible/accountable persons. This assists with both our review of the proposals, as the future enforcing authority for the Order, but also with maintaining the 'golden thread' of fire safety information passed to the responsible/accountable person upon completion of works.

## Further consultations relating to the same proposed project/scope of works

- 6.7 Subsequent electronic/hard copies are still expected to be sent following the processes above (i.e. including a new covering letter and consultation proforma). Please include your application reference as well as the LFB case file reference number from the previous LFB consultation response. This is normally in the format '00/123456'.
- 6.8 All further correspondence and consultation content should be provided via the BCB responsible for approving the proposed works and should **not** be provided directly by a third party, such as the fire engineer consultant or other design team members. Where we are provided with further information by third parties then we will direct them to contact the BCB and ensure that a consultation is submitted following the guidance in this document.

## Other correspondence

- 6.9 We continue to accept initial notices, pre-completion notices and final certificates via email, but we ask that these are clearly identified in the subject header of the email and include both the LFB reference number and a BCB reference number. This will assist with efficient administrative processing and association of the notice/certificate with the correct premises. The email address for these types of correspondence is: [BDCHAdmin@london-fire.gov.uk](mailto:BDCHAdmin@london-fire.gov.uk).

To assist us with processing and prioritising correspondence, we ask that the email subject line clearly identifies the content of the email and includes the BCB reference number. Further guidance on this is given in section 10, below.

## 7 Response timescale

- 7.1 As per Building Regulations and Fire Safety Procedural Guidance we aim to complete a written response within 15 working days. Where this is not possible, a letter will be sent within 15 working days confirming the anticipated delay to the consultation. The reason for an additional delay is normally a referral to LFB Fire Engineering Group, due to the complexity of a consultation and/or the application of performance-based design/fire engineered solutions.
- 7.2 We will consider the receipt date of a consultation, whether submitted in electronic or hard copy format, as being the point when we have undertaken the initial administrative triage and confirmed that the BRC is complete. Where we need to request additional information prior to processing and reviewing the consultation then we will consider the 15 working day period as commencing as soon as the additional information has been received.
- 7.3 We ask that BCBs do not request updates on consultation responses until after the 15 working day period has elapsed, or after the stated additional anticipated delay period, where applicable.
- 7.4 We are only able to provide details of the status of a consultation to the BCB who has submitted the BRC. Therefore, we ask that all requests for updates are sent by the BCB and not by the applicant or members of the design/construction team. Where we are contacted for updates by third parties then we will direct them to contact the BCB.

## 8 Response format

- 8.1 Although all BRCs pan-London have been dealt with by our central Building Design Consultation Hub since April 2024, this centralised arrangement only applies to new consultations received after this date. Some area Protection teams have backlogs of consultations that are being cleared at the time of publication of this guidance. Therefore, during this transitional period, BCBs may

still receive BRC responses that do not follow the structure detailed in paragraph 8.3, below, and which may still include a statement that the Commissioner is 'satisfied' or 'not satisfied' with the proposals.

It should be noted that, any statement that the Commissioner is 'satisfied' with the proposals is not intended to be read to constitute or imply any form of approval. The responsibility for approving the works under the Building Regulations is that of the BCB and not the fire and rescue authority.

- 8.2 Our response letters will no longer include a statement that the Commissioner is 'satisfied' or 'not satisfied' with the proposals, as this is not consistent with Building Regulations and Fire Safety Procedural Guidance. However, where we have significant concerns with the proposals, we will make this clear in the content of our response and in the 'expected outcome' section of the letter (i.e. Section 4 of the letter – see paragraph 8.3, below).
- 8.3 All new LFB response letters should follow the structure below, as per Building Regulations and Fire Safety Procedural Guidance:
- (a) The comments in Section 1 are made in connection with the Order and form part of the Building Regulations consultation. We expect that these comments are provided to the applicant and responsible person(s).
  - (b) The observations in Section 2 are made in connection to the Building Regulations.
  - (c) Section 3 will contain additional observations and recommendations relating to the proposed scheme, for example those relating to other legislation or which relate to aspects of the fire safety proposals not addressed in current Building Regulations guidance.
  - (d) Section 4 will state the expected outcome of the consultation. This will be one of the following:
    - (i) An expectation of further consultation, clearly stating which comments and/or observations reference the need for additional information/justification to be provided.
    - (ii) That further consultation is not expected unless the proposed scheme significantly changes in the future, but that we have made comments and/or observations that detail concerns that we expect to be addressed by the BCB.
    - (iii) That further consultation is not expected unless the proposed scheme significantly changes in the future and that our comments and/or observations are advisory in nature, with no significant concerns raised.

## **9 Preliminary design advice/qualitative design review process**

- 9.1 For certain projects, early consultation with LFB during the design development stage, particularly in relation to non-standard design approaches to fire service access arrangements or performance-based design/fire engineered solutions, is considered beneficial to all stakeholders on a project. We can provide preliminary design advice (sometimes referred to as pre-consultation advice) prior to receiving the formal BRC. This will typically involve attendance at a meeting with a representative of the relevant approving authority and members of the applicant's project design team.

## Higher-risk buildings

- 9.2 Where the proposals relate to a new or existing higher-risk building, as defined in Section 65 of the Building Safety Act 2022 and the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023, there are only very limited circumstances in which we can provide preliminary design advice. We are unable to provide preliminary design advice in cases where an application will need to be made to the BSR at gateway 2. This is because LFB representatives may form part of a multi-disciplinary team (MDT) assisting the BSR in reaching their gateway 2 approvals decision.
- 9.3 We can provide preliminary design advice in cases where a gateway 2 application is not required, under the transitional arrangements. In such cases, we require written confirmation to be provided that a Building Regulations application was made to the BCB or an initial notice given to the relevant local authority prior to 1 October 2023 and that works were "sufficiently progressed" by 6 April 2024. Guidance published by the BSR provides further information on the transitional arrangements. The LFB representative(s) in attendance may also request that confirmation of the above be given at the start of the meeting and as part of the meeting notes.
- 9.4 In all other cases, we will only provide preliminary design advice in a meeting relating to a higher-risk building if it is confirmed in writing that a representative of the BSR will attend. For meetings requested at gateway 1 stage, we require it to be confirmed that both a representative of BSR and the planning authority will attend.

## Requests for preliminary design advice meetings

- 9.5 Requests for preliminary design advice/pre-consultation meetings should be submitted using [this dedicated request form](#).
- 9.6 Once we have received and considered the meeting request then we will respond as soon as possible to inform you if we agree to the meeting. Where we decline a meeting request then we will provide a reason for this.
- 9.7 Requests should be sent at least four weeks in advance of any proposed meeting date, although it should be noted that this does not guarantee attendance of an LFB representative(s) for a particular date. Providing that we agree to attend a meeting, we will offer alternatives if we cannot attend on the dates proposed.
- 9.8 To limit time spent travelling to and from meetings and to enable us to provide a timely service to all of our stakeholders, we request that any meeting be held using Microsoft Teams and scheduled for a maximum of one hour.

We will consider requests for attendance of meetings in person where there is a clear benefit for doing so, for example where proposals relate to complex, existing premises where the existing conditions are best communicated through a site visit. However, due to resource limitations, we cannot guarantee that we will be able to attend a meeting on site.

- 9.9 In accordance with Building Regulations and Fire Safety Procedural Guidance, it is our expectation that a representative of the appointed BCB (including the BSR, where applicable) will take a coordinating role in any meeting and ensure that outcomes are recorded. We will be unable to fulfil a meeting request where a BCB has not been appointed for the scheme.
- 9.10 Where the project is at pre-planning or planning application stage then we will normally only be able to attend if written confirmation is given that a representative of the planning authority will

be attending the meeting, in addition to a representative of the BSR planning gateway 1 team, where applicable (see paragraphs 9.2-9.4, above).

### **Arranging the meeting**

- 9.11 Once our attendance has been agreed, it will be the responsibility of the requesting party to send an Outlook diary appointment with the date, time and method of remote attendance for the meeting (or location, where we have agreed to a meeting in person/on site). Please include a Microsoft Teams link in the meeting invitation. Where Microsoft Teams cannot be used then we may agree to use an alternative video conferencing platform, subject to compatibility with LFB IT systems and security requirements.
- 9.12 It is key that the BCB/planning authority/BSR are present to chair the meeting. It is the responsibility of the BCB to ensure that the relevant/appropriate individuals are present at the meeting.
- 9.13 Depending upon available resources, we are unlikely to be able to fulfil multiple meeting requests for the same project. Therefore, we advise that meeting requests are submitted to the LFB only when the project design team and BCB are in a position to discuss all of the relevant deviations from guidance/fire engineering issues at one meeting (rather than adopting a piecemeal approach).

### **Qualitative Design Review (QDR)**

- 9.14 LFB representatives may also be able to attend meetings where a formal Qualitative Design Review (QDR) process is being undertaken in line with section 5 of BS 7974:2019, which generally relates to more complex or larger scale projects and where performance-based design/fire engineered solutions are proposed (please see BS 7974:2019, clause 5.1.2 'QDR team' for recommendations on the QDR team composition). The process for requesting LFB involvement in a QDR should follow the guidelines in paragraphs 9.5-9.9 above, but in addition we request information on the estimated frequency and length of QDR meetings and we can then discuss the detailed arrangements.
- 9.15 It is recognised that a QDR should normally take place at an early stage of fire safety design (e.g. RIBA Stage 2/concept design stage), often prior to gateway 1/submission of a planning application.

### **Information required in advance of preliminary design advice/QDR meetings**

- 9.16 In order for preliminary design advice/QDR meetings to be constructive for all parties involved, we request that confirmation be provided, at the time of the meeting being requested, if any documents/materials will be circulated pre-meeting, and how these will be made available. It should not be assumed that LFB representatives will be able to review documents/materials in advance of a meeting and, in all cases, we recommend that an overview of the proposed development is presented at the start of the meeting.
- 9.17 Any documents/materials circulated pre-meeting should provide a high-level summary/overview of the project and proposals and should highlight the specific issues that the meeting is intended to discuss. A set of fire strategy plans should also be provided, where available. The quantity and detail of information provided should not be equivalent to that expected to be provided with a BRC submission and we will not be able to commit to reviewing full fire strategy reports etc. prior to a preliminary design advice/QDR meeting.

Any goodwill advice provided by LFB at preliminary design advice stage is made solely in relation to the information presented at that stage (either in writing in advance of and/or during a meeting) and advice provided may change at BRC stage based upon new and more detailed information provided.

- 9.18 Confirmation of the proposed meeting agenda should be provided well in advance of the meeting date. We recommend that a provisional agenda is proposed as part of the meeting request and is included within the Outlook meeting invitation. It should also be confirmed that formal meeting minutes/notes will be taken by the BCB, or a nominated member of the design team, and circulated following the meeting for agreement by all parties. Please note that we may not be able to discuss items that have not been included as part of the proposed agenda, so we recommend being specific about the matters to be discussed.
- 9.19 We recommend that the agreed version of the formal meeting minutes/notes is appended to the fire strategy report submitted at BRC stage or is otherwise included in the consultation package provided at statutory consultation stage so that any preliminary design advice is documented and can be considered as part of the BRC review process.

## 10 Contacts

### General Prevention and Protection enquiries

- 10.1 The contacts in this sub-section are for the Prevention and Protection Helpdesk and Brigade Fire Safety Duty Officer. The Helpdesk is staffed during normal office hours, Monday to Friday between 09:00 and 17:00, excluding public holidays. For all enquiries relating to BRCs please use the contact details under 'BRC related enquiries' in paragraphs 10.2 – 10.4.

Tel: 020 8555 1200 x 89171

Email: [FSR-AdminSupport@london-fire.gov.uk](mailto:FSR-AdminSupport@london-fire.gov.uk)

Website: <https://www.london-fire.gov.uk>

### Enquiries relating to a consultation submission

- 10.2 Email address for the main BRC submission, where submitted by email (see Appendix 2 for full instructions): [fsr-electronicconsultation@london-fire.gov.uk](mailto:fsr-electronicconsultation@london-fire.gov.uk).
- 10.3 Email address for the BDCH Administrative Support team. **Please use this email address for all enquiries relating to BRCs already submitted.** This mailbox is monitored during normal office hours, Monday to Friday, 09:00 to 17:00, excluding public holidays: [BDCHAdmin@london-fire.gov.uk](mailto:BDCHAdmin@london-fire.gov.uk).
- 10.4 Please use this [dedicated user support form](#) for enquiries relating to the SharePoint system, for example if you experience difficulty in registering for a user account or uploading a consultation package or a fire and/or evacuation modelling submission (see Appendix 3 for full instructions).

# Appendix 1 - Supplementary guidance on consultation package contents

The following advice is intended to support you in submitting consultation packages that can be efficiently processed by our Administrative Support (admin) team and more easily reviewed by our technical officers.

## Essential documents and plans required

For our specialist fire safety officers to be able to review a consultation, we require the following documents or plans to be provided:

- Your covering letter, including details of the legislation under which we are being consulted
- The Fire & Rescue Service Consultation Proforma (in the format given in Appendix J of [Building Regulations and Fire Safety Procedural Guidance](#)) (A template is also provided in Appendix 5)  
**Note:** *One or both of your covering letter and/or the proforma **must** provide the email address where we should send our response letter. Please provide contact details of a group/shared mailbox where available, to account for situations where an individual may be on leave or may have left the organisation when we respond.*
- Fire strategy layout, section and elevation drawings (or general arrangement (GA) drawings, if no fire strategy drawings have been produced)
- **Note:** *To help reduce the file size of the consultation package, you may want to consider omitting section and elevation drawings. Information such as the positions of cavity barriers within the external wall system should be detailed within the fire strategy report. However, we recognise that, in some cases, complex building geometries are more effectively communicated using elevations and sections in addition to layout drawings.*
- Fire strategy report(s), where applicable
- Technical notes or other documents referenced in the fire strategy report, where applicable, and where these reports are not already provided as appendices to the fire strategy report
- Reports supporting any fire and/or evacuation modelling or structural fire engineering analyses undertaken, including third party peer review reports undertaken on your behalf
- **Note:** *These reports should be submitted as part of the main consultation package and not with the modelling data files, where applicable.*

Please avoid providing mechanical, electrical and public health (MEP) drawings, reflective ceiling plans, fire detection and warning, emergency lighting, automatic fire suppression system and other fire and life safety protection system drawings, reports/technical submittals or manufacturer specifications, except where it is considered that the proposals cannot be effectively reviewed without provision of this information. Reducing the overall number of documents and plans provided should also assist with reducing the total file size of the submission and will also assist the reviewing technical officer in promptly processing your consultation.

The fire strategy report or fire strategy layout plans should identify the level of fire detection and warning coverage, the areas provided with emergency lighting and the location of key features relating to fire and rescue service access and facilities such as fire main inlet breechings and landing valve outlets, fire alarm panel and secure information box locations etc. The fire strategy report (or information on the fire strategy plans, where only these have been produced) should also detail the standards to which the fire and life safety systems are proposed to be designed, installed, maintained and commissioned.

## Format of documents and plans

We can only work with PDF drawings at present. AutoCAD DWG or DWF files should be exported as scaled PDF files only.

We request that plan/drawing file names include a short, general description of the plan followed by any existing plan/drawing reference number, including the revision number, e.g.:

Ground Floor fire strategy plan - DR-GF-XX-FS-001 Rev 0.pdf

Alternatively, a drawing register/schedule can be provided as a quick reference to the drawing reference numbers. The file names must then be consistent with the drawing register, including the revision numbers.

All drawings should have a stated scale or, in the case of electronic drawings, a scale bar for calibration purposes. It is recommended that key dimensions such as means of escape travel and hose laying distances are shown on the plans.

We request that documents/reports such as fire strategy reports should use the following file naming format:

Document title - author/organisation - document reference - issue/revision/version no. - issue date  
e.g. Fire strategy report – ABC Fire Engineering – ABC1234 – Rev 2.0 – 010124.pdf

We request that PDF format is used wherever possible, although we can also accept documents in Microsoft Word and other Microsoft Office document formats.

## Separating the main consultation submission and fire and/or evacuation modelling data

Where using the SharePoint system, it is critical that the main package of consultation documents and plans and any fire and/or evacuation modelling data are submitted in two separate zip archive files. This is for the following reasons:

- We can only upload a single file of <50MB to the premises/project case file. Fire and/or evacuation modelling data will greatly exceed this (see further information on this in
- Fire and/or evacuation modelling data is not always reviewed as we often rely upon the computational analysis report document(s), your comments and approvals decision in your capacity as the approving authority, as well as any supporting third-party peer review report(s). Where input and results data are reviewed, this will be by specialist officers in Fire Engineering Group (FEG).

Therefore, if the modelling data is submitted in the same zip archive file as the main consultation package, we will have no choice but to reject your submission as otherwise our admin team will be unable to upload the file to the premises case file (which is sometimes a miscellaneous file for the relevant London Borough, or the City of London) for download by the fire safety officer reviewing the submission.

## Can I submit fire and/or evacuation modelling reports with the modelling data?

Fire and/or evacuation modelling reports should be submitted with the main consultation package and **not with the modelling data**, as these reports may be reviewed at high level by a BDCH Technician prior to any referral to FEG. Modelling data is only reviewed if a referral is made to FEG.

## Appendix 2 - Submitting BRCs by email (single email of file size less than 25MB)

At present, the existing method for submitting consultations by email continues to operate. To use this method, please follow these instructions:

- 1 An email with attachments of total file size of less than 25MB (<25MB) should be sent to:  
[fsr-electronicconsultation@london-fire.gov.uk](mailto:fsr-electronicconsultation@london-fire.gov.uk)

**NB:** *If the combined size of the email and attachments is 25MB or greater (≥25MB) then it is likely the email will not be deliverable.*

Only a single email should be sent in relation to any discrete Building Regulations consultation.

Therefore, if the email and attachments cannot be compressed to a single email of <25MB in total file size then we either require you to use our SharePoint system (please see the instructions in Appendix 3 for submissions of up to 50MB (<50MB), or we require a hard copy submission to be submitted as per the process detailed in section 2 of this document.

We recommend that a tracked/recorded postage method is used and we request that consultation packages are not handed in to the reception desk at LFB Headquarters.

- 2 The submission should be accompanied by a covering letter and a proforma following the example given in Appendix J of [Building Regulations and Fire Safety Procedural Guidance](#). (A template is also provided in Appendix 5). The proforma does not have to be in exactly the same style as the example given in Appendix J (e.g. it can be rebranded by the BCB) but we request that it includes all of the same information, under the same section headings.

Either the proforma or the covering letter **must** include the email address where the consultation response should be sent.

We will not send a hard copy response letter unless this is requested.

- 3 To assist our administrative support team in processing the submission and to allow the reviewing officer to easily locate the email on our electronic case file, we require that the email subject line be in the following format:

EBCC, [address of proposed works], [your reference number], [date of consultation, DDMMYY]  
e.g. EBCC 123 High Street, London, AB1 2BC, BCA12345A6B7, 010124 4.

- 4 When submitting an electronic consultation by email, we request that the attached documents/reports and plans/drawings adopt the file naming protocol and formatting detailed Appendix 1.

# Appendix 3 - Submitting BRCs using the SharePoint system (total consultation package less than 50MB and fire/evacuation modelling files less than 50GB)

## Introduction

The new system is based upon Microsoft SharePoint Online and is designed to:

- supplement the current method of emailing consultation submissions up to 25MB in size to a central mailbox and provide a method for submitting Building Regulations consultations larger than 25MB
- allow submission of larger files, although this is currently limited to less than 50MB per consultation (except for fire and/or evacuation modelling data)
- allow submission of a separate package of fire and/or evacuation modelling data, such as computational fluid dynamics (CFD) simulation data, in addition to the main package of consultation documents and plans, for review by LFB Fire Engineering Group (FEG)
- provide a secure, reliable and user-friendly consultation method for BCBs.

At the present time, the existing method of submitting electronic Building Regulations consultations by email to [fsr-electronicconsultation@london-fire.gov.uk](mailto:fsr-electronicconsultation@london-fire.gov.uk) continues to operate. Please follow the instructions in Appendix 2 if you would prefer to use the email method.

## Submission Instructions

### 1 - How will I access the new system?

Unless you have an existing account from participating in the system pilot, you will first need to register for at least one user account. The first user account registered will also generate a corporate account for your BCB and subsequent registrations can be made for additional user accounts (e.g. to enable multiple building control officers/surveyors or administrative support personnel to upload consultation submissions).

For instructions on how to register new accounts, please see Section 10 Registering new and additional user accounts.

If you have already registered an account, please [use this link](#) to access your user area (it is recommended that you bookmark this URL within your browser for ease of access).

Each BCB has a separate, secure user area which cannot be accessed by any other users of the system, except for those registered with accounts for the same organisation.

Within your user area you will have access to a single folder titled with the name of your organisation containing two sub-folders: 'Consultation Packages' and 'Fire or evacuation modelling'. In future, we may also add an 'LFB responses' folder, where we will upload copies of our consultation response letters in addition to sending them by email. Please see instructions given under Section 3 How to submit a Building Regulations consultation package.

### 2 - I registered for an account as part of the pilot in Autumn 2023 but I cannot access the link

Providing that you are logged into the Microsoft Office 365 account associated with the authentication method you registered, [the link to access your user area](#) should work. There is no password required to

access the system as all authentication is undertaken by Microsoft Office 365 and is linked to either the Microsoft Office 365 account you use to log into your normal work user area or a separate account you created to access this system.

If you continue to experience difficulties, please contact your organisation's IT support team. If they are still unable to assist you, please submit an enquiry using [this user support form](#) and we will try to assist you.

### 3 - How to submit a Building Regulations consultation package

To submit a Building Regulations consultation, please follow these steps. Supplementary guidance is also given in Section 2 and frequently asked questions are addressed in Appendix 4.

- (a) Compile all documents and plans (including your covering letter and Fire and Rescue Service Consultation Proforma, as found in Appendix J of [Building Regulations and Fire Safety Procedural Guidance](#) and replicated in Appendix 5 of this document) into a zip archive **of less than 50MB**.

The file name of the zip archive should use the following format:

EBCC [ADDRESS] [BCB/RBCA REF No] [DATE OF UPLOAD] e.g. EBCC 123 High Street London A1 2BC BC12345 01012023.zip

**Please read Section 6 Important note on compressing files to a zip archive folder'**

**It is important that the Fire & Rescue Service Consultation Proforma and your covering letter are included in the consultation package. If this is not included, we will need to reject the submission.** The consultation proforma and/or your covering letter should specify the email address that you would like our response letter to be sent to. We also recommend that you configure a group/shared mailbox when registering user accounts so we have an alternative contact method (please see the instructions in Section 11 on how to configure a group/shared mailbox).

- (b) Where applicable, **separately** compile any fire and/or evacuation modelling data (input and results files)—such as CFD/field modelling, zone modelling, evacuation modelling or other simulation input and results data files—into a single zip archive. **Any supporting reports should be included in the main consultation package and not with the modelling data.** Whilst the system is capable of accepting larger files, we recommend that the size of this zip archive does not exceed 50GB. Larger zip archives may take over an hour to upload, but this is typically limited by your network upload speed rather than the LFB SharePoint system.

The file name of the combined fire and/or evacuation modelling zip archive must use the following format, to enable the reviewing fire engineer to associate it with the main consultation submission:

EBCC [ADDRESS] [BCB/RBCA REF No] [DATE OF UPLOAD] model data  
e.g. EBCC 123 High Street London A1 2BC BC12345 01012023 model data.zip

**Please read Section 6 Important note on compressing files to a zip archive folder'**

**It is important that the address, BCB/RBCA ref. no. and date of upload for any fire or evacuation modelling data match that given in the zip archive file name for the main consultation submission.** Please ensure that each separate simulation scenario/set of input and results data is enclosed in a separate sub-folder within the zip archive. This file structure is likely to have already been set up by the design team who submitted the simulation files to you.

Please complete [this user support form](#) in advance of making your submission if the combined fire and/or evacuation modelling data for a given submission exceeds 50GB. We will then provide advice on how you should proceed. In many cases, we do not need to review the fire and/or evacuation modelling data and the supporting technical reports, along with your own comments and approvals decision (supported by your appointed third-party peer reviewer, where applicable), may be sufficient.

- (c) Log into your organisation's user area [using this link](#). Open the folder with your organisation's name (you will only be able to see and access that folder) and drag and drop the zip archive containing the primary consultation submission into the sub-folder titled 'Consultation Packages'. Then, if you have a separate zip archive containing fire and/or evacuation modelling data, drag and drop this into the sub-folder titled 'Fire or evacuation modelling'.

As an alternative to dragging and dropping your zip archive files, you can also open the folder and click 'Upload' (please see further step-by-step instructions in Section 2). **Please do not upload any files into the main directory (outside of 'Consultation Packages' or 'Fire or evacuation modelling') as these will not be processed and no automatic notifications will be sent.**

#### 4 - What happens next?

Within SharePoint you should see a notification informing you that your files are in the process of being uploaded. This will also confirm when your upload is complete. You should also receive an automated email notification informing you that your upload has been successful (please note that this may be sent to your defined group/shared mailbox, if this has been set up).

Once your upload is completed, our admin team will be notified for each new zip archive uploaded and they will process your consultation. In some cases, they may need to contact you if they require further information, for example to verify the address associated with the project.

When our admin team have processed your consultation, raised a Building Regulations consultation job and forwarded it to our central Building Design Consultation Hub for review, you will receive a further email notification.

If the consultation needs to be referred to our Fire Engineering Group for a more in-depth technical review then you will receive a response in the form of a holding letter to inform you of this.

#### 5 - What should I do if I haven't received a response within 15 working days?

If you haven't received a response letter to your consultation within 15 working days, or if you received a holding letter informing you that your consultation response will be further delayed due to referral to Fire Engineering Group and you have not received a response within the timescale stated, we have created a new method for you to make an enquiry.

Within your user area you will find an Excel spreadsheet where you can log enquiries about consultations that you have submitted. This is located in the main directory of your user area and will have the filename 'BCB-RBCA project status enquiry sheet'.

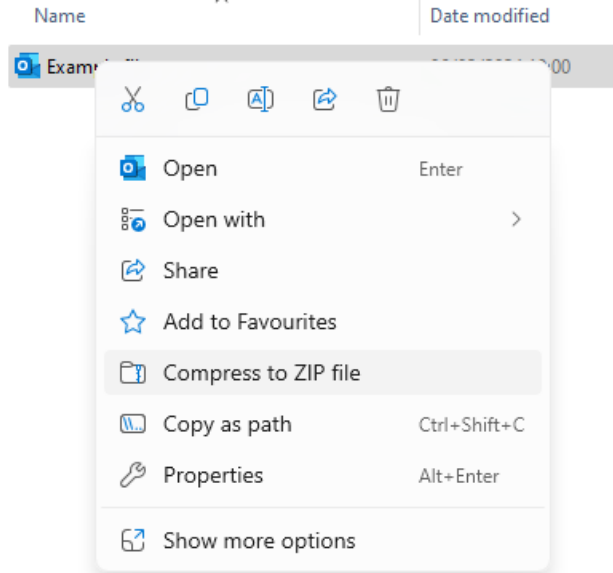
Whenever you update this spreadsheet, please send an email to [BDCHAdmin@london-fire.gov.uk](mailto:BDCHAdmin@london-fire.gov.uk) to inform us of this and you will receive a response by email to let you know that our admin team have updated the LFB response section of the spreadsheet.

We hope that this new method will save you time when making enquiries about the status of consultations and will allow you to easily enquire about multiple consultations at the same time.

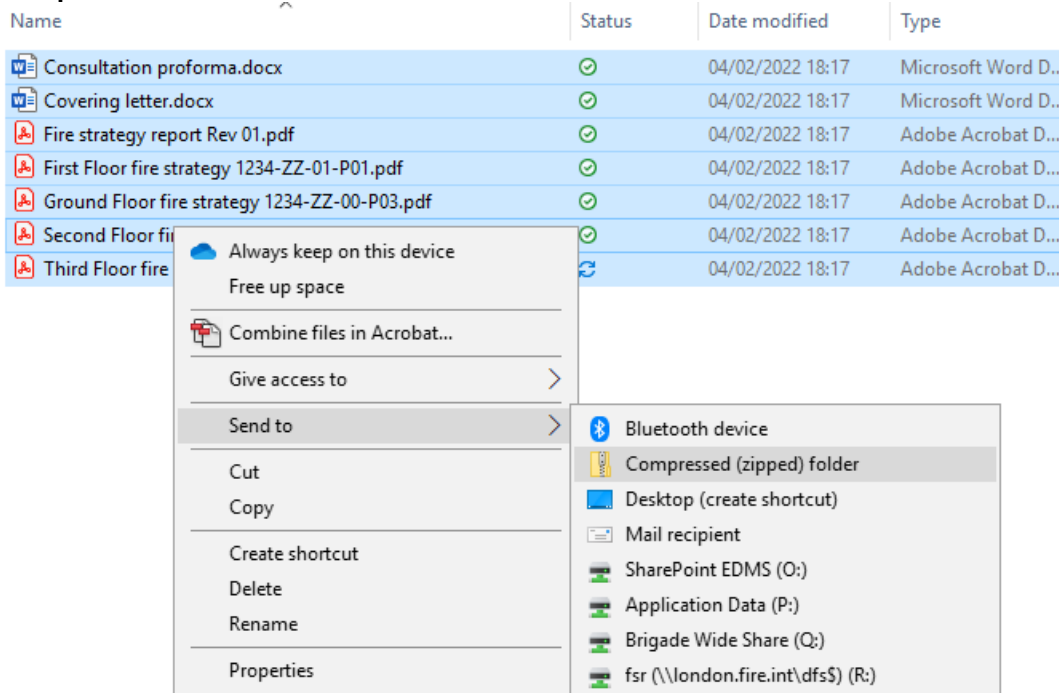
## 6 - Important note on compressing files to a zip archive folder

Please use the 'Compress to ZIP' option (Send to > Compressed (zipped) folder in some versions of Windows) by selecting all of the files you want to submit and right clicking:

### Windows 11 Example



### Example for earlier versions of Windows



This will generate a new compressed (zipped) file within the same folder/location. Please ensure that you name this using the naming protocol in steps 1 or 2 above.

If using Mac OS, in the Finder window or on the desktop, select all of the files you want to submit, control-click and select 'Compress' from the shortcut menu.

**Please do not simply compress/zip the folder that the files are enclosed in.** This creates additional work for our Administrative Support team as this often results in a file path length error when attempting to extract/decompress the zip file contents.

The only exception to this is when compressing fire and/or evacuation modelling files. It is acceptable to compress a number of sub-folders, for example, sub-folders containing different CFD scenario results data, which is often how the data files will be structured when sent to you by the design team/project fire engineer consultant.

## 7 - Third party compression/zip creation apps

We are unable to access files compressed to a zip archive using third party apps such as 7Zip. Therefore, please use the default/integrated Microsoft/Mac OS compression solution.

## Supplementary instructions on accessing the system and uploading files

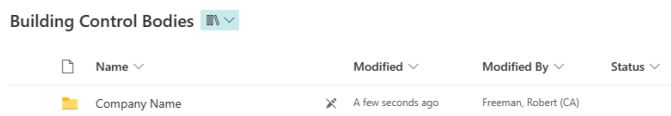
### 8 - Step-by-step guide to the process

[Link to your BCB user area](#) (this will only provide access to your organisation's user area and will only work if you have registered an account)

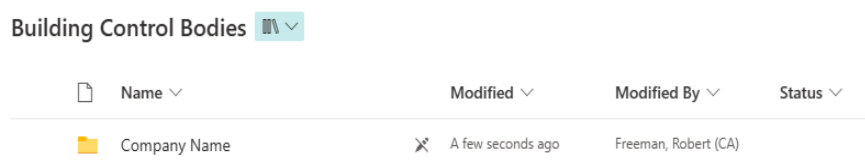
[Link to MS Form](#) for new corporate accounts or additional users to be set up (please see Section 10 for detailed instructions)

#### The upload process

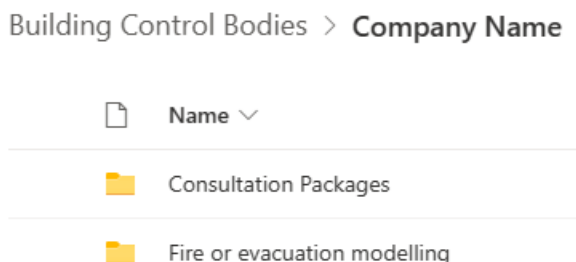
After you have signed in this is the view you should see:



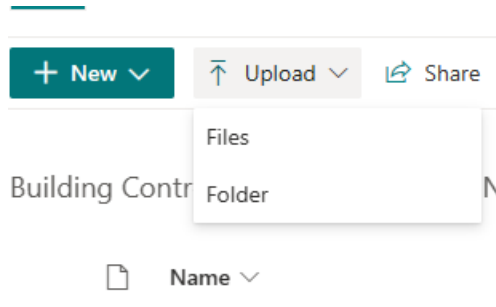
- (i) Select your company name folder:



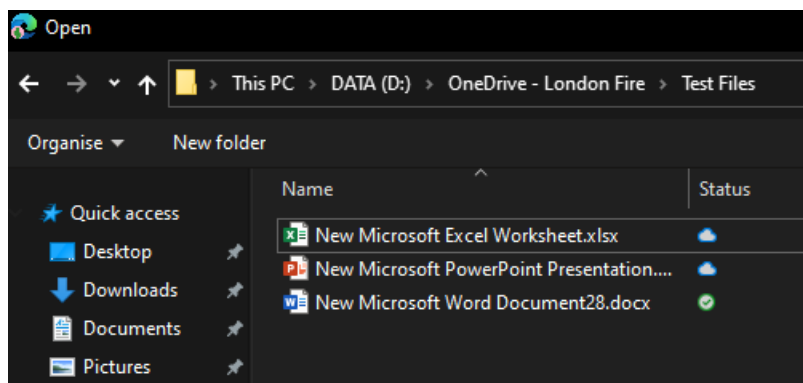
- (ii) Then select the folder for the type of file to be uploaded:



- (iii) Then select Upload > Files:



- (iv) In the explorer window navigate and select the file to upload then click 'Open':



- (v) The file will then be uploaded to the system and is awaiting processing by our admin team (the status in the upload folder will show as 'Pending').

You will receive a confirmation email following your upload.

Once your file has been processed by our admin team you will receive a further automated progress notification email. At this point, the uploaded zip file should disappear from your user area.

If you attempt to upload a file which exceeds 50MB in file size (for uploads to 'Consultation Packages'), the upload will be automatically rejected and you should receive an automated notification of this by email.

## 9 - Automated notification emails to a group/shared mailbox

Please note that the person uploading the submission may not receive an automated notification if you have opted to have all notification emails sent to a group/shared mailbox. This is something you will have set up when registering accounts for the system, or which you can request to be added at a later date.

Please see the registration instructions in Section 11 for information on how to register new users or request that notifications are sent to a group/shared mailbox.

## 10 - Registering new and additional user accounts

The following instructions detail how to register new accounts to use the system, how to add additional users and how to specify a single group/shared mailbox to receive automated notification emails.

All of these options require you to access the same [online registration form](#).

Once you have followed these instructions, if you find that you are still unable to create a new corporate account, register additional users or if you do not receive automated notification emails having defined a group/shared mailbox for this, please contact us using this [user support form](#).

## 11 - Registering for a new corporate account

If your organisation does not already have any accounts, registering for a new user account will also generate the shared folders that you will use to upload consultation submissions and any associated fire and/or evacuation modelling files, i.e. your corporate user area will be created.

To register for an account for the first time, access the [online registration form](#) and complete the form as follows:

### Mandatory fields

**1. Name**

Please enter your full name

**2. Email Address**

Please enter your individual corporate email address.

**Please take care to check that your email address has been entered correctly.**

**The form does not verify if an email address has been entered correctly.**

**3. Company Name**

Please enter the name of your building control body.

*Note: If your organisation has never registered a corporate account before, this will become the name displayed for your corporate account.*

### Optional fields

**4. Group Mailbox and 5. Group Mailbox Email Address**

*Note If you specify a group/shared mailbox then all automated email notifications will be sent to this account rather than to individual users.*

Check 'Yes' if you would like to associate a group/shared mailbox with your account. When you click the 'Next' button you will then be presented with a box titled '**5. Group Mailbox Email Address**', where you should enter the group/shared mailbox email address that you would like to associate with your corporate account.

As with your individual email address, **please take care to check that the group/shared mailbox address has been entered correctly.**

**The form does not verify if an email address is valid.**

## 12 - What happens after you have submitted your request?

When you have successfully made a registration attempt, you will receive an invitation by email from 'Microsoft Invitations on behalf of London Fire' (invites@microsoft.com). This invitation is usually received within a few minutes, but on occasion this can take longer. If you have not received an invitation within 24-hours then please make a second attempt. It is also advisable that you check your junk/spam email folder in case your server has quarantined the invitation email.

If you make a second attempt to register and you have still not received the invitation email then please contact us using [this user support form](#).

## 13 - Instructions once you have received your invitation email

The invitation email will include a link titled 'Accept invitation'. When you open this link you will first need to verify your email address (a code will be sent to your email address which you will need to enter when prompted) and you will be invited to either sign in to your existing Microsoft 365 account.

## 14 - What if my organisation does not use Microsoft 365?

If your organisation does not already use Microsoft 365, then you may need to first create a new Microsoft 365 account. This is free of charge and you can register by visiting <https://www.office.com> (please select the 'Sign up for the free version of Microsoft 365' option) and registering with your existing corporate email address.

## 15 - Final account set up following verification

Once you have signed in using a 365 account you will be able to set up multi-factor authentication, either using the Microsoft Authenticator app or alternatively by receiving a text/SMS message or phone call to your mobile phone.

Once you have successfully registered for an account and your corporate account has been created you will be able to [use this link](#) to access your user area.

Please see Section 1, above, for instructions on how to use the system to submit Building Regulations consultations.

## 16 - Registering a new user for an existing corporate account

The form will need to be completed separately for each additional user account. There is currently no method available for bulk registration of user accounts.

The steps to complete are the same as for registering for a new corporate account and you should use the same [online registration form](#), but if your building control body already has a user account then the form will automatically associate your email address with your existing corporate account using the email domain.

For example, if your email address is jane.smith@examplebuildingcontrol.com and a corporate account has been registered for Example Building Control Ltd using an email for another user with the @examplebuildingcontrol.com domain, the system will add jane.smith@examplebuildingcontrol.com as an additional user for Example Building Control Ltd.

## 17 - Changing the group/shared mailbox associated with your corporate account

If you did not specify a group/shared mailbox to receive email notifications (instead of individual users) when you set up your corporate user account, or if you want to change the group/shared mailbox to be used, please complete the form an additional time entering your individual corporate email address in box 2 and selecting 'Yes' in response to box 4 'Group Mailbox'.

When you click 'Next' you will then be promoted to enter a new group/shared mailbox address. **This will supersede any existing group/shared mailbox for your organisation.**

Please take great care to ensure that you have entered a valid and correct email address. Otherwise, your existing group/shared mailbox address will be replaced but you will no longer receive any automated notifications.

If you believe you have entered an incorrect email address and your group/shared mailbox is no longer receiving automated notifications when individual users upload submissions, please either repeat the process above using the correct email address, or use our [user support form](#) to request assistance.

## **18 - My email domain has changed due to organisational rebranding**

If your organisation has been renamed and your email domain has changed, please complete [this user support form](#) requesting that your corporate user account be renamed **before** attempting to register any new user accounts or group/shared mailboxes.

If you do not do this, a new corporate account will be set up and any additional users will be associated with this account.

This is not a problem and will allow us to receive your Building Regulations consultation submissions, but the account associated with your previous company name will also remain active. By contacting us first we can rename your account or delete your old account and simplify the migration process.

## **19 - I want to delete a user account/revoke permissions for a member of staff**

It should not be necessary to request that permissions are revoked for a member of staff who has left your organisation, or who you otherwise do not wish to continue to access your corporate user area. Due to the multi-factor authentication required to gain access, providing that the user does not have access to the corporate email address associated with their login then they should not be able to log in.

However, if you have concerns and would like a user's access permissions to be revoked then please complete [this user support form](#) to request assistance, providing the email address for the account you would like us to suspend.

# Appendix 4 - Frequently asked questions related to the SharePoint system

## 1 - How can I register to use the system?

Please see Appendix 3 Section 11 for information on how to register to use the system.

This is simple and straightforward and you only need to complete [this Microsoft Form](#). Once submitted, follow the instructions in the email you receive to set up a method of two-step authentication.

Once you have successfully set up two-step authentication then you will be able to [use this link](#) to access your user area.

## 2 - How can I add additional users?

If you want to add additional users within your organisation to your existing account, [please complete this Microsoft Form](#). Note that this is the same form as you would use to register for an account for your BCB/RBCA in the first instance.

Please see Appendix 3 Section 11 for further information on registering additional users.

## 3 - Why is there a 50MB limit for the main consultation submission when you can accept far larger fire/evacuation modelling data packages?

The reason for the <50MB limit is that our electronic premises case file system — where we store consultation data for retrieval by the reviewing fire safety officer and retain it for record purposes — currently only permits an individual upload of up to 50MB in size. To assist our fire safety officers in locating each consultation and to limit the burden upon our admin team, we need each consultation to be comprised of a single, discrete package (as we have required for electronic consultations submitted by email since 2020). We receive over 10,000 Building Regulations consultations every year from a large number of BCBs, so your assistance in simplifying the administrative processes associated with receiving statutory consultations is greatly appreciated.

Fire and/or evacuation modelling files will only be reviewed by officers in LFB Fire Engineering Group and this data is stored separately from the primary electronic premises case file system, so the 50MB limit does not need to apply to this data.

Zip archive files of >50MB in size uploaded to the 'Consultation Packages' sub-folder in your user area will be automatically rejected and should not be submitted. Please check the total file size of the zip archive before attempting to upload it. We also request that you do not submit multiple zip archive files in relation to a single consultation.

We have received feedback that the 50MB limit is insufficient for some larger consultation submissions and we are exploring options for increasing this limit in future.

We recommend that you reduce the number of documents and plans submitted wherever possible. Please see Appendix 1 for further guidance on this.

At present, all submissions that cannot be sent as part of a **single** email (see Appendix 2) or a **single** zip archive upload <50MB will need to be sent as hard copy submissions following the guidance in section 2 of this document.

#### **4 - What if I have any questions about using the system?**

If you have feedback you want to provide regarding your experience of using this system, or if you have any questions about these instructions, then please complete [this user support form](#).

Please also complete this form if you experience difficulties in registering for or accessing the system.

#### **5 - What should I do if I haven't received a response to a consultation?**

If you do not receive any automated notifications that your consultation has been processed, please complete [this user support form](#) and we will contact you with an update. Please first check that the notification hasn't been sent to your group/shared mailbox, if one has been configured.

If your consultation received an automatic acknowledgement but our response letter has not been received within the 15 working days anticipated (or the further delay period indicated on a holding letter) then please log an enquiry using the spreadsheet provided within your user area. Please email us at [BDCHAdmin@london-fire.gov.uk](mailto:BDCHAdmin@london-fire.gov.uk) once you have done this.

Alternatively, you can email your enquiry to this email address instead of using the spreadsheet, but we recommend that you use the spreadsheet as this maintains a central log of enquiries and allows you to easily submit multiple enquiries.

# Appendix 5 - Building Regulations and Fire Safety Procedural Guidance: Fire & Rescue Service Consultation Proforma

The following proforma is reproduced from Appendix J of [Building Regulations and Fire Safety Procedural Guidance](#) (LABC/ACAI/NFCC, July 2020). The proforma can be rebranded by the BCB, but we request that the structure and content provided remains the same.

## APPENDIX J - FIRE & RESCUE SERVICE CONSULTATION PROFORMA

1.0 Project Details		
<b>Date of Consultation</b>	Click or tap to enter a date.	
<b>Consultation Stage</b> (Note: if additional or design change please quote original FRS reference)	<u>Preliminary Design Advice</u> <input type="checkbox"/>	<u>Statutory Consultation (first)</u> <input type="checkbox"/>
	<u>Statutory Consultation (additional information)</u> LFB ref: XX/XXXXXX <input type="checkbox"/>	<u>Statutory Consultation (design change)</u> LFB ref: XX/XXXXXX <input type="checkbox"/>
<b>Site Address</b>		
<b>Scope of Works</b>		
<b>BCB Project Reference</b>		
<b>Building Control Body</b> (Name/Address/Phone/Email) <i>Note: This should include the email address where you would like LFB to send the consultation response</i>		
<b>Fire and Rescue Authority</b> (Name & Address)	London Fire Commissioner, London Fire Brigade Headquarters, 169 Union Street, London SE1 0LLJ	
<b>Applicant/Owner</b> (Name/Address/Phone/Email)		
<b>Principal Designer</b> (Name/Address/Phone/Email)		

2.0 Project Information				
<b>Nature of Building Work</b>	<b>New Build</b> <input type="checkbox"/>	<b>Extension</b> <input type="checkbox"/>	<b>Alteration</b> <input type="checkbox"/>	<b>Change of Use</b> <input type="checkbox"/>
<b>Purpose Group / Risk Profile</b> (state all as detailed in standard designed to)				
<b>Approx. floor area (m<sup>2</sup>)</b> (Diagram D3 – ADB 2019 England)		<b>Height to top storey (m)</b> (Diagram D6 – ADB 2019 England)		
<b>Total no. of storeys</b> (Diagram D5 – ADB 2019 England)		<b>No. of basement storeys</b> (Diagram D5 – ADB 2019 in England)		
<b>Total proposed no. of occupants</b>				
<b>Fire resistance of elements of structure (please indicate all minimum levels):</b>				
<b>Scheme Complexity</b>	<b>Simple premises</b> <input type="checkbox"/>	<b>Complex premises</b> <input type="checkbox"/>		
	<b>Fire engineered premises</b> <input type="checkbox"/>	<b>New premises in scope e.g. higher-risk building</b> <input type="checkbox"/>		
	<b>Specialist/other (please give details):</b>			

<b>Structural Frame Design &amp; Fire Resistance:</b> (Note: information required to inform potential complexity, innovation, deviation from traditional e.g. timber frame with extensive voids and plasterboard as FR protection method)	<b>Combustibility</b>		
	Combustible <input type="checkbox"/>		Non-combustible <input type="checkbox"/>
	Please give details:		
	<b>Fire Resistance (FR)</b>		
	Inherent FR <input type="checkbox"/>		Proposed protection method (if non-inherent)
	Please give details:		
	<b>Creation of Voids</b>		
Minimal (Monolithic) <input type="checkbox"/>		Extensive voids/cavities <input type="checkbox"/>	
Please give details:			
<b>Passive fire protection</b> (please provide details)			
<b>Is the premises façade/part of the façade to be clad?</b>	Yes <input type="checkbox"/>		No <input type="checkbox"/>
	If yes, please give specification/details and in particular does Regulation 7(2) apply to any part of the proposal?		
<b>Does Regulation 7(2) apply to any part of the proposal?</b>	Yes all <input type="checkbox"/>	Yes partial <input type="checkbox"/>	No <input type="checkbox"/>

3.0 Fire Suppression, Smoke Control, Fire Detection & other fire safety systems				
<b>Is a Fire Suppression System proposed?</b>	Yes (full coverage) <input type="checkbox"/>	Yes (partial) <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, provide general commentary and any areas of code deviation:				
<b>Type of Installation:</b>	Sprinkler <input type="checkbox"/>	Watermist <input type="checkbox"/>	Gas <input type="checkbox"/>	Other <input type="checkbox"/>
Details of 'other' installation (where applicable) and standard installed to:				
<b>Is Automatic Fire Detection proposed?</b>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, provide commentary/specification and any areas of code deviation:				
<b>Details of smoke control provision:</b> (Please specify)				
<b>Is emergency escape lighting proposed?</b>	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If yes, provide commentary/specification and any areas of code deviation:				

#### 4.0 Evacuation Strategy

Please indicate the proposed evacuation strategy:

Simultaneous <input type="checkbox"/>	Phased <input type="checkbox"/>	Staged <input type="checkbox"/>	Stay Put <input type="checkbox"/>	Progressive Horizontal <input type="checkbox"/>
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Please provide commentary/detail if required:

#### 5.0 Access and Facilities for Firefighting

Are access & facilities provided in accordance with B5 statutory guidance?

Yes

No

If no, provide detail on how the functional requirement B5 will be met:

Is water provision in accordance with B5 statutory guidance?

Yes

No

If no, provide detail on how the functional requirement B5 will be met:

**6.0 Building Control Body Assessment**

<b>Principal fire safety design documents used in the assessment</b> (If 'other' then please specify):	ADB V1	<input type="checkbox"/>
	ADB V2	<input type="checkbox"/>
	BS9999	<input type="checkbox"/>
	BS9991	<input type="checkbox"/>
	BS/PD 7974	<input type="checkbox"/>
	BB100	<input type="checkbox"/>
	HTM	<input type="checkbox"/>
	Other	<input type="checkbox"/>
<b>Is there any deviation or design proposal not covered in the indicated documents above?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes provide details:	
<b>Has a performance based (fire engineered) solution been adopted?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please confirm the BCB have verified:	
<b>Has a quantitative analysis (e.g. CFD Modelling, structural fire engineering) enclosed with this consultation already been reviewed by the BCB or their nominated consultant, and if so by whom?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If no provide details (if yes see below):	
If 'Yes', please provide reviewer's comments of the quantitative analysis, together with evidence of competency and any other comments:		
<b>Are there any features considered as 'compensatory' in this submission e.g. to allow a relaxation in another area?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If 'yes', please provide further detail:	

**7.0 Comments from the Building Control Body**

<p>The BCB confirms that the details submitted have been reviewed in accordance with the Building Regulations and can confirm that:</p>	<p>The submission is considered satisfactory <input type="checkbox"/></p>	<p>The submission is considered satisfactory subject to additional information as noted below: <input type="checkbox"/></p>
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Additional Comments:

**8.0 List of Supplied Information incl. document and drawing schedule**

Supplied information:  
E.g.: Fire Strategy

Title	Reference	Version

Drawing Schedule:

Title	Reference	Version

# Appendix 6 - The triage process carried out for all BRCs

## 1 - Non-technical triage – BDCH Administrative Support staff

This triage step aims to ensure the following information is included within the consultation. This list is not intended to be exhaustive, but captures some of the common reasons why we may consider the BRC to be incomplete at this triage stage:

Reason BRC is considered incomplete:	Explanation
LFB have not received your BCB formal consultation letter/email	<p>The minimum information required here, is confirmation that you, as the approving authority, are initiating a consultation with LFB under the relevant legislation.</p> <p>Email contact details to be used to send our consultation response or to contact you with any enquiries regarding the consultation package should be provided as part of your covering letter/email and/or in the Fire &amp; Rescue Service Consultation Proforma.</p>
LFB have not received the Fire & Rescue Service Consultation Proforma	<p>Previously LFB required the building consultation proforma titled 'LFB Project Information Form' to be submitted with all consultations. With the release of Building Regulations and Fire Safety Procedural Guidance (July 2020) and the inclusion of the Fire &amp; Rescue Service Consultation Proforma (see Appendix 5 for a template), the LFB are expected to adopt this proforma instead of the LFB specific Project Information Form. The proforma is located in Appendix J of procedural guidance. The adoption of this proforma has been recommended by government to achieve consistency for BCBs engaging with fire and rescue authorities across the UK.</p>
LFB have received the Fire & Rescue Service Consultation Proforma but some fields have not been completed.	<p><b>ALL</b> fields within this document must be completed. If the field is not relevant the please add 'N/A' in the relevant space. This allows the LFB administrative team to apply a non-technical check of the document to assess whether it has functionally been completed.</p>
The boxes within the Fire & Rescue Service Consultation Proforma have not been filled out with an appropriate level of information.	<p>An example of this is Section 2 of the proforma 'Height of top storey': this should be an accurate reflection of the building height as per Diagram D6 in ADB Volume 1 or 2 (2019). It is not considered acceptable to simply state 'Below 18m' or 'above 30m' or to provide a range of heights.</p>
The name and address of the building is not clear	<p>A full and complete address should be provided.</p> <p>LFB promotes a single consultation submitted per building, particularly on complex projects, as it:</p> <ol style="list-style-type: none"> <li>1) allows accurate recording of the consultation under the correct address; and</li> <li>2) allows the provision of an urgent response on a particular building that we would not be able to do if it is included within a consultation for multiple buildings.</li> </ol>
	<p>We acknowledge, however, that this is not a strict requirement and LFB will accept a consultation that covers a number of buildings</p>

incorporating the same design features. However, we do ask that the name and address is as clear as possible

Subject line for an email submission does not follow the correct naming protocol e.g. EBCC, [address of proposed works], [BCB reference number], [date of consultation]

This is critically important to ensure correspondence is not lost within the high volume of complex data received in LFB.

In particular if fire and/or evacuation modelling data files are sent in via a separate SharePoint system upload, this will be the only method of identifying and reconciling the two sets of information.

The naming protocol for attached documents or plans has not been followed

Each attached document should have a title that explains in plain English what that attachment is e.g. 'Ground Floor plan', 'site layout' etc. Any existing reference (e.g. the drawing or document reference number) can be retained after the plain English description (see Appendix 1 for further information).

Multiple emails, SharePoint consultation package zip files and/or hard copy consultations have been submitted for the same BRC

To ensure that our technical reviewing officers are able to easily locate the full consultation submission on our premises/project case file (which may be a Borough miscellaneous/missing location file containing numerous other consultations), and to reduce burden upon our administrative team, we require that your BRC be composed of either:

- 1) A single email of <25MB or
- 2) A single consultation package upload of <50MB and, where applicable a second, single fire and/or evacuation modelling data upload of <50GB

Where multiple emails or consultation package uploads are submitted relating to a single BRC then we will regret that we will have to reject the submission.

## 2 - Technical triage – BDCH Technicians

This triage step aims to ensure the following technical information is included within the consultation. This list is not intended to be exhaustive, but captures some of the common reasons why we may consider the BRC to be incomplete at this triage stage:

### Reason BRC was rejected

As the approving authority, the BCB has not given an indication as to whether the answers to questions raised by LFB and provided by others (design team, specialist contractors etc.) are acceptable or not.

### Explanation

Where the design team has provided a response to questions or queries raised by the LFB, it is expected that the BCB, as the approving authority, provides an opinion on whether they agree with these, or not. The BCB should make comment on these responses regardless of whether they were minded to approve the scheme prior to LFB involvement or not.

The documents or plans provided are not of a sufficient quality to be able to undertake a technical assessment

An example may be that the plans are unclear and, as a result, it is not possible to either read key information or the plans are not to scale and it is not possible to measure key dimensions.

Insufficient fire safety information is provided to be able to undertake a sufficient assessment of the proposals to be able to provide comments on future compliance with the Order or observations relating to the Building Regulations

An example of this might be that the submission does not include a fire strategy report and the plans provided do not provide measurements of key compliance metrics such as means of escape travel distances, escape route or final/storey exit door widths or key information such as fire compartmentation ratings is not provided.

### **Making London the Safest Global City**