



Consultation process with Cheshire Fire Authority

The Building Regulations 2010

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1. Introduction

This guidance has been written specifically with the aim to improve the statutory consultation process with Cheshire Fire Authority (the Fire Authority) for consultations received in relation to The Building Regulations 2010.

2. Submitting a building regulations consultation

By post:

The Local Authority Building Control or Registered Building Control Approver who wish to consult via hard copy should post consultations under the Building Regulations 2010 to the relevant Community Fire Protection office address below for the local authority area where the build is taking place:

Cheshire East

Cheshire Fire and Rescue
Service
Community Fire Protection
Crewe Fire Station
Crewe Rd,
Crewe
CW1 6DS

Cheshire West and Chester

Cheshire Fire and Rescue
Service
Community Fire Protection
Chester Fire Station
St Anne Street
Chester
CH1 2HP

Halton and Warrington

Cheshire Fire and Rescue
Service
Community Fire Protection
Warrington Fire Station
Winwick Road
Warrington
WA2 8HH

By email:

The Local Authority Building Control or Registered Building Control Approver who wish to consult via an electronic copy should email consultations under the Building Regulations 2010 to the relevant administration hub email address below for the local authority area where the build is taking place:

- Cheshire East – ce.adminhub@cheshirefire.gov.uk
- Cheshire West and Chester – cw&c.adminhub@cheshirefire.gov.uk
- Halton and Warrington – halton&warrington.unitaryadminhub@cheshirefire.gov.uk

3. Consultation submissions checklist

General process

Each consultation package should be accompanied with a letter clearly detailing the legislation under which we are being consulted:

- Building Act 1984 – Section 15
- The Building (Registered Building Control Approvers etc.) (England) Regulations 2024 – Regulation 9
- The Regulatory Reform (Fire Safety) Order 2005 – Article 45
- The Regulatory Reform (Fire Safety) Order 2005 – Article 46
- Cheshire County Council Act 1980 – Section 50

The letter should also provide full address details (including postcode) of the premises being consulted on. We request that each letter covers one premises and not multiple addresses. Where multiple consultations are being sent in, these should be clearly separated from one another.

The consultation package must identify which document has been used in the proposed design/alterations of the building e.g. Approved Document B, British Standard (BS) 9999.

The consultation should be accompanied by the Fire & Rescue Service Consultation Pro-Forma and populated with the relevant information. A copy of the pro-forma is attached in Appendix 1 of this guidance note.

Consultation submissions

In order to assist in making the building regulations consultation process as efficient and effective as possible, submissions made should consist of the following:

- A copy of the formal building control body consultation letter and completed Fire & Rescue Service Consultation Pro-Forma. This should provide commentary from the building control body confirming their assessment of the proposed scheme and confirmation of what fire safety conditions the building control body is proposing to apply.
- A legible set of scaled, current plans relating to the proposed building works that clearly show the fire safety arrangements being implemented. In addition, elevations and site plans showing fire service access will be required for consideration of B5 access proposals; and, specifically for those consulted under Section 50 of the Cheshire County Council Act 1980.
- Whether on plans or in writing, confirmation of the passive and active fire precautions being provided in order to demonstrate compliance with the functional requirements of the building regulations.
- The plans submitted should show the relevant provisions that suitably address the risk of external fire spread on the external walls of a building. All submissions must provide any necessary documents and information about the materials being used on external walls, and their properties. This should include data sheets and sectional drawings.

For complex submissions or where fire engineered solutions are being applied, the Fire Authority may refer the submission to a competent fire safety engineer for further

assessment. Additional information and commentary from the relevant building control body should be included in the submission confirming their assessment of any fire engineered solutions being applied. This may include:

- A copy of any fire strategy document and/or technical notes being used to justify the proposed scheme.
- Where computer modelling (for example, CFD analysis, evacuation modelling, structural fire engineering) is being relied upon as part of the proposed design scheme, then the supporting modelling report should be provided. If computer models have been used then the relevant input/output computer files should be supplied on a suitable portable media device (CD/DVD, USB, HDD) to the Fire Authority for review.
- Modelling data should be provided along with evidence that the building control body (or their third party reviewer) have assessed and agreed the analysis. We would request this information as part of the consultation package so that it can be considered as part of our review.
- Where complex active fire safety systems such as mechanical smoke ventilation are being proposed, design and equipment specification details should be provided. The specification should demonstrate how they are fit for purpose in the context of the project in question.

By providing the above items where appropriate, the Fire Authority will be much better placed to efficiently review and process formal building regulations consultations received.

Consultations should not be sent where the building control body are not satisfied with the proposals.

Consultation meetings

For certain projects early consultation during the design development stage is considered beneficial to all stakeholders on a project (including the Fire Authority). This is particularly beneficial for complex submissions, or where fire engineered solutions are being applied. The Fire Authority will therefore engage with any such meetings where possible/appropriate and subject to having available resource to do so.

Any requests for consultation meetings should be forwarded to the relevant Community Fire Protection office for their consideration. Requests will only be considered where they are received via the appointed building control body. It is the Fire Authority's expectation that the appointed building control body will also attend and engage with any meeting or request of this nature.

Response format

Our response will include comments made in respect of the following areas:

- Section A Observations in relation to the Building Regulations.
- Section B Matters required, on occupation, by the Regulatory Reform (Fire Safety) Order 2005.
- Section C Matters required, upon occupation, by other legislation.
- Section D This section contains recommendations which are only advisable and not enforceable under legislation.

Timescales for response

As per the 'building regulations and fire safety procedural guidance' we aim to complete a written response within 15 working days. Where this is not possible (due to the complexity of the consultation), we will notify the relevant building control body of any delays anticipated to the consultation.

4. Contact us

For general enquiries, please contact us:

Cheshire Fire and Rescue Service Headquarters
Winsford
Cheshire
CW7 2FQ
Tel: 01606 868700
Email: feedback@cheshirefire.gov.uk

If you have any queries about the progress of a consultation, please contact the relevant Community Fire Protection office for the local authority area where the build is taking place as shown in Section 2 of this guidance note.

All written correspondence from the Fire Authority will provide a correspondence address and further contact information in the header and footer for Inspecting Officers who have carried out the consultation.

5. Appendix 1: consultation pro-forma

FIRE & RESCUE SERVICE CONSULTATION PRO-FORMA

1.0 Project Details		
Date of Consultation		
Consultation Stage (Please indicate) (Note: If additional or design change please quote original FRS reference)	<u>Preliminary Design Advice</u>	
	<u>Statutory Consultation (first)</u>	
	<u>Statutory Consultation (additional information)</u>	
	<u>Statutory Consultation (design change)</u>	
Site Address	Scope of Works	
BCB Project Reference		
Building Control Body (Name/Address/Phone/Email)	CFRS Protection Office (Name & Address)	
Applicant Owner (Name/Address/Phone/Email)	Principal Designer (Name/Address/Phone/Email)	

2.0 Project Information				
Nature of Building Work	New Build	Extension	Alteration	Change of Use
Purpose Group / Risk Profile (state all as detailed in standard design to)				
Approx. floor area (m2)		Height to top storey (m) (Diagram D6 – ADB Vol. 2)		

(Diagram D3 – ADB Vol. 2)		Height to building (m) (Diagram D4 – ADB Vol. 2)	
Total no. of storeys (Diagram D5 – ADB Vol. 2)		No. of basement storeys (Diagram D5 – ADB Vol. 2)	
Total proposed no. of occupants			
Fire resistance of elements of structure (please indicate all minimum levels)			
Scheme Complexity	Simple Premises	Complex Premises	
	Fire Engineered Premises	New premises in scope (e.g. Higher risk residential building)	
	Specialist/other (please give details)		
Structural Frame Design & Fire Resistance (Note: information required to inform potential complexity, innovation, deviation from traditional e.g. timber frame with extensive voids and plasterboard as FR protection method.)	Combustibility		
	Combustible	Non-Combustible	
	Please give details:		
	Fire Resistance (FR)		
	Inherent FR	Proposed protection method (if non-inherent)	
	Please give details:		
	Creation of Voids		
	Minimal (Monolithic)	Extensive voids/cavities	
	Please give details:		
Passive fire protection (please provide details)			

Is the premises façade/part of the façade to be clad?	Yes		No	
	If yes, please give specifications/details and in particular does Regulation 7(2) apply to any part of the proposal?			
Does Regulation 7(2) apply to any part of the proposal?	Yes all	Yes partial	No	

3.0 Fire Suppression, Smoke Control, Fire Detection & other Fire Safety Systems

Is a Fire Suppression System proposed?	Yes (full coverage)	Yes (partial)	No		
If yes, provide general commentary and any areas of code deviation:					
Type of Installation:		Sprinkler	Watermist	Gas	Other
Details of 'other' installation (where applicable) and standard installed to:					
Is Automatic Fire Detection proposed?		Yes		No	
If yes, provide general commentary and any areas of code deviation:					
Details of smoke control provision: (please specify)					
Is emergency escape lighting proposed?		Yes		No	

If yes, provide general commentary and any areas of code deviation:

4.0 Evacuation Strategy

Please indicate the proposed evacuation strategy:

Simultaneous

Phased

Staged

Stay Put

Progressive
Horizontal

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

Principal fire safety design documents used in the assessment (If 'other' then please specify)	ADB V1	
	ADB V2	
	BS9999	
	BS9991	
	BS/PD 7974	
	BB100	
	HTM	
	Other (please specify)	
Is there any deviation or design proposal not covered in the indicated documents above?	Yes	No
	Is yes provide details	
Has a performance based (fire engineered) solution been adopted?	Yes	No
	If yes, please confirm the BCB have verified:	
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?	Yes	No
	If no provide details, is yes see below:	
If 'yes', please provide reviewer's comments of the quantitative analysis, together with evidence of competency and any other comments:		
Are there any features considered as 'compensatory' in this submission e.g. to allow a relaxation in another area?	Yes	No
If 'yes', please provide further detail:		

7.0 Comments from the Building Control Body

The BCB confirms that the details submitted have been reviewed in accordance with the Building Regulations and can confirm that:

The submission is considered satisfactory

The submission is considered satisfactory subject to additional information as noted below:

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