

## Appendix 1 - Building Control Approval Requirements.

### Building Safety Act 2022 (BSA)

The Building Safety Act 2022 provides a regulatory framework for the planning, construction, management and occupation of higher-risk buildings (HRBs). While primarily aimed at high-rise residential buildings over 18m, all project building regulation approval is impacted by the BSA, including the University.

### What is a Higher-Risk Building (HRB)?

Under the BSA, a *higher-risk building* is generally:

- At least **18 metres or 7 storeys** tall,
- Contains **at least two residential units**.
- Current university buildings **do not fall under this definition**.

### The 3 Gateways Under the BSA 2022: \*Only apply to Higher Risk Buildings (HRB's).

- Gateway 1 – Planning
- Gateway 2 – Pre-construction approval
- Gateway 3 – Pre-occupation sign-off

Although the formal gateway process only applies to HRBs, the documentation captured at each stage of planning through to design and build is still required under BSA for standard construction projects for LABC submission, i.e. design plans, fire safety information, while ensuring competent BR-PD, CDM-PD and PC have been appointed for the project.

### What are the similarities and differences between HRBs and non-HRB processes?

#### Main Similarities:

- The Client must still appoint the roles of Building Regulations Principal Designer and Principal Contractor, where there is more than one contractor.
- Non-HRB duty holders still have the responsibility for ensuring Building Regulations compliance.
- Design and construction professionals working on non-HRB projects must also demonstrate and maintain competence.
- For Non-HRBs, the Client is still required to declare the project compliant on completion before a completion certificate can be given.
- Design work and building work must be planned, managed, and monitored to ensure compliance with the building regulations.

### Main Differences:

- Non-HRB projects are not subject to oversight by the Building Safety Regulator.
- There are no formal Gateways in the process for non-HRBs.
- Non-HRB projects retain the flexibility to choose their Building Control Authority.
- Unlike HRBs, non-HRB projects are not bound by a set of prescribed documents.
- While competency is still essential for non-HRB projects, the standards are less onerous than those required for HRBs.

### Building Control Approval (LABC)

The University must ensure that all relevant works undertaken are compliant with current Building Regulations. Certain works require formal notification to and approval by a Building Control Body (either the Local Authority or an Approved Inspector). Building Control approval is required for the following types of work:

#### Structural and Construction Works

- Erecting new buildings or structures (temporary or permanent).
- Building extensions.
- Removing or altering structural walls, beams, floors, or chimneys.
- Loft and basement conversions.
- Installing or modifying staircases or lifts.

#### Fire Safety and Internal Layouts

- Alterations affecting fire escape routes or emergency exits.
- Changes to compartmentation (walls, ceilings, protected routes).
- Installation or modification of fire doors, alarms, or emergency lighting.
- New internal layouts in teaching spaces, offices, or accommodation.

#### Drainage and Plumbing

- New connections to foul or surface water drainage systems.
- Relocation or modification of internal soil stacks or drainage pipework.
- Installing new bathrooms, kitchens, or wet rooms that affect drainage.

#### Thermal and Energy Efficiency Upgrades

- Replacing or upgrading windows, doors, roofs, or walls with insulation.
- Installing new glazing or cladding that affects the thermal envelope.
- Changes to heating systems that are not covered by Gas Safe self-certification.

#### Change of Building Use

- Converting rooms into residential accommodation (e.g. halls of residence).
- Changing the function of a room (e.g. office to lab, teaching room to café).
- Increasing occupancy or altering fire risk category.

#### Electrical and Gas Installations

- Full or partial rewiring.

- Installing new circuits.
- Electrical works in high-risk or regulated areas.
- Non-registered gas work.

Note: Approved electricians and Gas Safe contractors may self-certify certain works and must provide certificates to the Estates Team.

### **Accessibility and Welfare**

- Installing or upgrading ramps, lifts, or accessible toilets.
- Altering sanitary accommodation or common welfare facilities.

## **Appendix 2**

### **Procedure for Applying for Local Authority Building Control (LABC) Support**

#### **1. Determine the Type of Work**

Confirm the scope of work involved:

- New build, extension, structural alteration, change of use, drainage, fire safety, or accessibility.
- Determine if a Full Plans submission or Building Notice is appropriate.
- If the University requires BC, a BR PD is required.

#### **2. Decide Who Will Oversee Building Control**

Choose from two Building Control options:

- A. Local Authority Building Control (LABC) – typically via Liverpool City Council.  
[Liverpool Planning and Building Control](#)
- B. Approved Inspector – a private Building Control provider registered with the Building Safety Regulator.

Note: Submit an Initial Notice to the local authority when using an Approved Inspector.

#### **3. Choose the Application Type**

There are two main application types:

- **Full Plans:** Submit detailed drawings and receive formal approval.
- **Building Notice:** Suitable for minor works; no prior approval.

#### **4. Prepare and Submit the Application**

Full Plans submissions typically require:

- Scaled drawings (plans, elevations, fire strategy).
- Material and specification details.

- Structural calculations (if needed).
- Risk assessments and method (fire, accessibility, drainage, etc.).

Complete application form and appropriate fee. Submit to either the Local Authority portal or the Approved Inspector's online system.

### **5. Respond to Plan Checks**

Building Control will review submissions and may request revisions. Plans must be updated to satisfy Building Regulations before formal approval is granted.

### **6. Site Inspections and Work Commencement**

Notify Building Control at key construction stages:

- Start of works
- Foundations
- Structural alterations
- Drainage installation
- Completion

### **7. Completion and Certification**

Upon satisfactory final inspection, Building Control will issue a Completion Certificate. This must be stored with Estates Services compliance records and with fire safety documentation.