

Appendix 3 – RIBA Stages

For Liverpool Hope University projects that are not Higher-Risk Buildings (HRB's), the RIBA stages relevant to building control submissions are as follows:

RIBA Stage		Building Control Relevance	Key Actions
1	Preparation and Briefing	Initial contact with Building Control is optional but can be helpful.	<ul style="list-style-type: none"> • Instruct BR-PD and add to technical project. • Early discussion on intended works, fire safety implications, and possible routes (full plans vs building notice).
2	Concept Design	Not yet a formal submission, but design should consider Building Regulations from the outset.	<ul style="list-style-type: none"> • Establish/certify BSA competency of Stakeholders • Proceed with an initial design assessment and produce a tracker with actions for the design team. • Engage with Building Control for pre-app advice on fire safety, accessibility, structural approach, etc.
3	Spatial Coordination/Developed Design	First major point where Building Control gets involved formally.	<ul style="list-style-type: none"> • Proceed with design assessment. • Update action tracker. • The BR-PD to ensure all items contained within the plan assessment tracker are assigned. • A detailed response to be submitted to BR-PD within 2-weeks. • Submit Full Plans Application or start the Building Notice process. Drawings must show compliance (Part B, M, L, etc.).



4	Technical Design	Detailed compliance check.	<ul style="list-style-type: none">• Proceed with a detailed design assessment and produce an updated action tracker.• Produce a plan assessment tracker report showing all relevant items 'complete' and the proposed design, as far as can be reasonably ascertained, complies with the functional requirements of The Building Regulations.• The BR-PD or Estates Surveyor to complete the Building Regulation submission to LBCA.• BR-PD to advise on relevant responses to items raised/required by LBCA.• BR-PD/Estates Surveyor to attend relevant Design team meetings with the BCA if required.• BR-PD/Estates Surveyor to assist in providing responses/potential solutions to relevant queries, etc.• The LBCA shall be the Approving body in all matters relating to Building Regulations Approval.• Revise and resubmit drawings/details to satisfy Building Control queries; ensure all specifications and calculations meet the regulations.
5	Construction	Building Control site inspections.	<ul style="list-style-type: none">• University as Client/PD/PC to inform LBCA of the commencement of works on site.• The project team liaises directly with the BCA in arranging site inspections.



			<ul style="list-style-type: none">• BR-PD/Estates Surveyor to liaise with the project team and provide advice on any site related / design issues raised by LBCA during their site inspections.• PC to issue the final completion commissioning certification / Regulation 38 information/fire stopping certification and external façade 'confirmation of compliance', in accordance with the requirements of the BCA.• The PC to sign the 'Declaration of Compliance' Form, required by the BCA.• The BR-PD to sign the 'Declaration of Compliance' Form, required by the BCA.• The University as Client / PC to sign the 'Declaration of Compliance' Form required by the BCA.• Note that the Final Certificate cannot be issued until they receive the signed form.
6	Handover and Use	Final inspection and certification.	<ul style="list-style-type: none">• Submit completion certificate request, as-built drawings, fire strategy, commissioning certificates.• LBCA to issue final completion certificate.