



FOR ASSET OWNERS & CONTRACTORS

# Mastering Key Building Information and Digitalisation

Your guide to preparing for Building Safety Act building information requirements



A BuildData Group Company



## Why it's important

The Building Safety Act (BSA) 2022 sets the foundation for building safety in the construction and residential sectors. The Act outlines a new regulatory framework including requirements for the types of information gathered about a building.

If you are a contractor or developer, you are now legally required to keep a robust record of building information and be able to evidence compliance during a build. If works and information cannot be verified Completion Certificates will not be issued.

If you are an asset owner, you must now register all new Higher-Risk Residential Buildings (HRRBs) with the Building Safety Regulator (BSR) by 30 September 2023. Key Building information must then be provided to the BSR within 28 days after registration. If the building is occupied but not registered after this date, it will be an offence for which they will be held liable.

## Background

The Building Safety Act was introduced following the system failures that led to the tragic Grenfell Tower Fire. Lasting reform to improve the exchange of building safety information and clarity on roles and responsibilities especially for HRRBs was called for. Secondary legislation, 'The High-rise Buildings (Key Building Information) (England) Regulation 2023', is a significant step towards improving the safety of those living in high-rise buildings.

### Higher-Risk Residential Buildings (HRRBs)

Buildings with at least two residential units which are at least 18 metres in height or have at least seven storeys.

Transparency of information and an audit trail must be maintained all the way through the life cycle of a building from the planning stage, through construction to occupation and operations, so that it's available to key stakeholders such as the Building Safety Regulator, residents and emergency services.

This legislation makes it clear who dutyholders are and their responsibilities on collating and holding information about buildings to ensure they are safe to live in.

The information must be digitally submitted and accessible at all times so that the BSR, residents and interested parties can see that a building is registered and who is responsible for its fire and structural safety.





## A new regulatory framework

The building safety framework outlined in The Act is primarily focused on high-rise, multi-occupancy residential buildings, and was put in place to strengthen regulatory oversight, deter noncompliance, clarify roles and responsibilities, and raise competence levels.

“Only genuine system transformation will ensure that people living in high rise buildings are safe and have confidence in the safety of their building, both now and in the future.”

– Dame Judith Hackitt

### The new framework for high-rise buildings was designed to:

- » Create a more simple and effective mechanism for driving building safety
- » Provide stronger oversight of dutyholders with incentives for the right behaviours, and effective sanctions for poor performance
- » Reassert the role of residents

### The new regulatory framework includes:

- » The nomination of HSE as a statutory consultee for planning applications
- » The naming of the Building Safety Regulator as the building control authority for high-rise buildings
- » The implementation of key decision points during design and construction
- » Clear accountability and statutory responsibilities for dutyholders as buildings are designed, built, refurbished and occupied
- » The creation of a golden thread of building information that must be identified, stored and updated throughout the building’s life cycle
- » Mandatory reporting of prescribed fire and structural safety occurrences to BSR

### There will also be registers of:

- » Occupied high-rise buildings
- » Building inspectors and building control approvers

## The new Building Safety Regulator

The Building Safety Act created the Building Safety Regulator to introduce a new regulatory framework for high-rise buildings in England and to regulate them. It is currently being led by the Health and Safety Executive (HSE) and will take an enforcement approach to ensure that buildings are designed and constructed to be safe and built to better standards.

### The BSR is responsible for:

- » Exercising its powers in line with regulatory best practice
- » Taking a consistent and proportionate approach
- » Targeting enforcement activity at cases where action is needed
- » Working closely with existing regulators such as local authorities and fire and rescue authorities

The HSE are working with the Department for Levelling Up, Housing and Communities (DLUHC) to implement the legislation, and consulting with industry bodies and other regulators and partners such as local authorities, fire and rescue services and building control bodies to set up the processes the BSA will work to.

These will be operational to the following timetable:

## BUILDING SAFETY REGULATOR TIMELINE

### APRIL 2023

- Registration for existing occupied Higher-Risk Residential Buildings (HRRBs) opens
- Key Building Information must be provided to the BSR within 28 days after registration

### 30TH SEPTEMBER 2023

- Registration deadline for existing occupied buildings. From now on all new buildings must be registered before being occupied

### OCTOBER 2023

- Building inspector and building control approver registers open
- BSR becomes the new building control authority for Higher-Risk Residential Buildings
- From 1st October 2023 developers must apply to the BSR for building control approval before commencing work on any HRRB

### APRIL 2024

- A Building Safety Case Report will need to be completed for Higher-Risk Residential Buildings
- BSR starts to call in buildings for assessment and issue Building Assessment Certificates
- Requirements related to registration for building inspectors and building control approvers become enforceable.

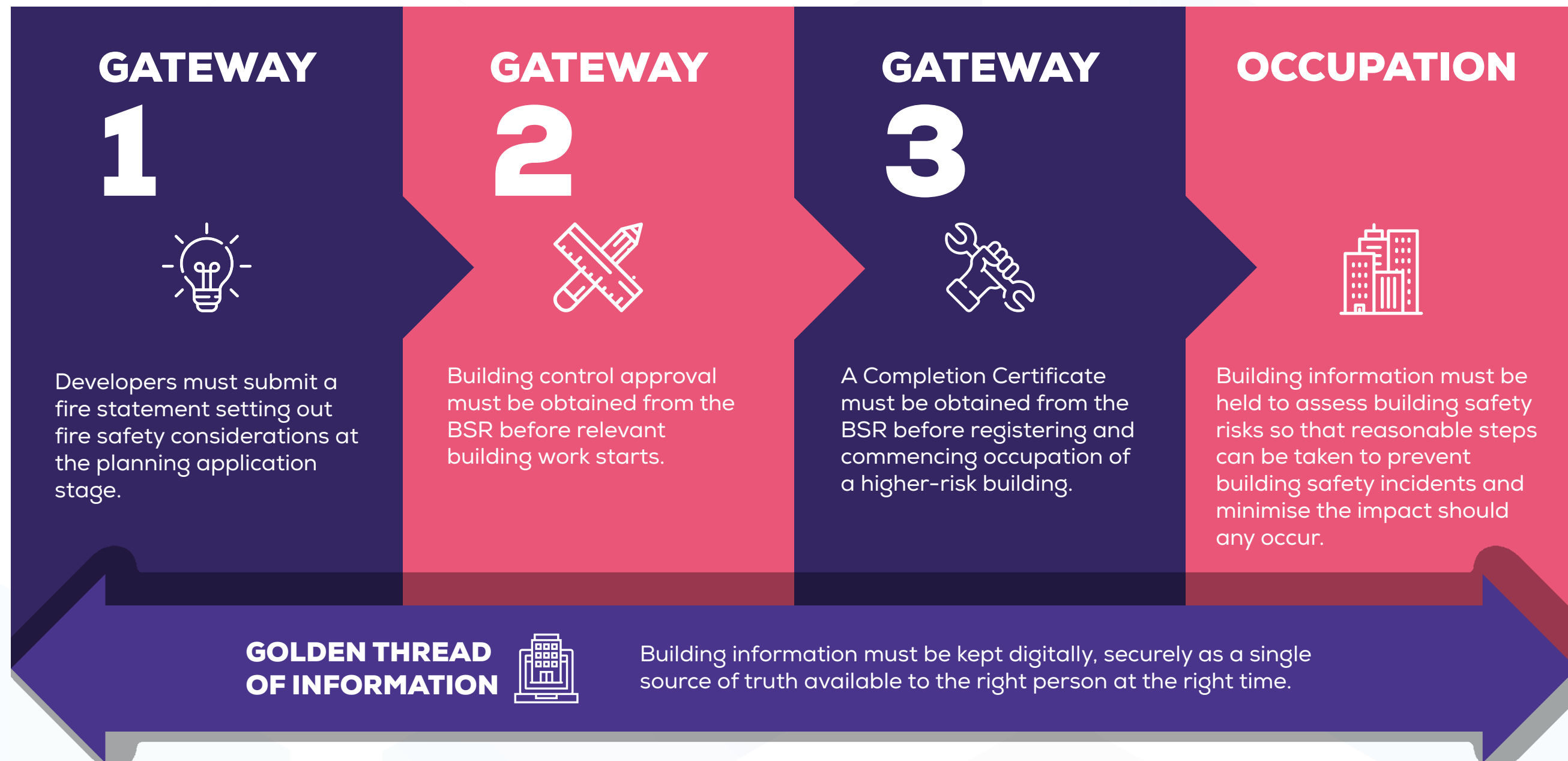
Subscribe to HSE's BSR eBulletin for updates to BSR processes



## Gateways: New decision points during design and construction

New regulatory procedures outlined in the Building Safety Act introduce decision points known as Gateways to strengthen oversight and regulatory control over high-rise buildings. During the planning, design, construction, and occupancy phases of a building, the BSR will assess whether dutyholders are considering building safety and complying with regulations across three gateways:

Crucially, Gateways 2 and 3 act as a stop/go decision point that must be passed before a development can proceed to the next stage. All construction must be verified and demonstrate that it has been completed according to the as-built design, as well as required standards and regulations.









## Golden Thread of Information

In order to identify, understand, manage and mitigate building safety risks throughout the building's lifecycle, those responsible for building safety must now retain a golden thread of information. A responsible person will use this information to manage the building's safety by preventing and reducing fire spread and structural failures to limit the harm caused to residents.

With the new regime, residents will have access to more information about the safety of their buildings and have a greater say in managing their buildings' risks. Residents will be provided with effective channels to challenge their building owners on matters of fire and structural safety and, if necessary, escalate their concerns directly to the BSR.

### Building information must be:

-  Kept digitally
-  Kept securely
-  A building's single source of truth
-  Available to people who need the information to do a job
-  Available when the person needs the information
-  Presented in a way that person can use

### INFORMATION REQUIRED FOR GOLDEN THREAD \*



\*The above list is not exhaustive and may be subject to change. Additionally, the information required for the golden thread of information will vary depending on the building.



## New roles and responsibilities

The Building Safety Act identifies new dutyholders – known as accountable persons (APs) – for residential high-rise buildings. These are individuals or organisations responsible for managing fire and structural safety risks in a high-rise residential building and among them, there is a specific role called the “principal accountable person”. In some cases, they are the same person.

## Accountable Person

The accountable person may be the owner or an entity legally obligated to evaluate and oversee structural failure and fire risks to people inside and around the building. They must prevent a building safety risk happening (spread of fire and/or structural failure), reduce the seriousness of an incident if one happens and repair common parts of the building.

## Principal Accountable Person (PAP)

Each building must have a clearly identifiable Principal Accountable Person, who could be an individual, a commonhold association, local authority, or social housing provider. If there is just one accountable person for a building, then they will also be the principal accountable person.

### Additional duties include:

- » Registering buildings with the Building Safety Regulator
- » Provide Key Building Information for each building in their portfolio within 28 days from submitting their registration application
- » Prepare a Building Safety Case Report that identifies a building’s major fire and structural hazards and information on how they will be managed and controlled should an incident occur
- » Submit updates whenever there are structural changes or updates to key building information with 28 days

## Responsible Person

In some cases, the principal accountable person or an accountable person may also be the Responsible Person. The Regulatory Reform (Fire Safety) Order 2005 made it a legal requirement for a Responsible Person to carry out a fire risk assessment to keep people safe from fire in workplaces, commercial property or residential buildings.





## Checklist for Contractors

Contractors must demonstrate their digital capabilities and gather, store and submit up-to-date information, including a Building Safety Case Report digitally for Gateway 3 approval and compliance. After completing building works, a digital handover must be provided to the building owner ahead of registration and occupancy.

- ✓ Meet digital competency requirements
- ✓ Keep a robust record of design, construction and safety information in line with Golden Thread duties
- ✓ Submit a Gateway 3 application
- ✓ Collate Building Safety Case information
- ✓ Handover accurate building information to the asset owner

## Checklist for Asset Owners

First building information must be digitised to account for documentation. The PAP must register all higher-risk residential buildings and submit Key Building Information containing documentation about the building's structure and fire safety. All building information and processes must remain up to date, accurate and stored digitally.

- ✓ Digitise building information, identify information gaps and track document compliance
- ✓ Register higher-risk residential buildings
- ✓ Submit Key Building Information
- ✓ Submit a Safety Case Report
- ✓ Maintain a 'golden thread' of building information



## Next steps for contractors

### Step 1: Digital Competency

1

Get set up for success with a fully managed service. Our team of experts can gather your information and structure your data in one platform. Being able to understand the data you have and how compliant your documents are will make it easy to satisfy digital competency requirements and evidence work on a building.

### Step 2: Golden Thread of Information

2

We provide dedicated dashboards for Golden Thread readiness. Work with our team to make sure information is accurate, accessible and up to date to ensure the right people have the right information at the right time.

### Step 3: Gateway 3 application

3

Meet robust record-keeping requirements and easily demonstrate that building work complies with regulations with a dedicated Gateway 3 template. Add all plans and documents that reflect the as-built building

to one platform, and track progress and compliance in a dashboard to make securing Completion Certificates easier.

### Step 4: Building Safety Case

4

Gather building safety risk documents and structural safety details so they are readily available to the building owner when the building is in use. Centralise basic building information, construction details, materials, services, utilities, and certificates all in one place to prove building works have been assessed for safety risks.

### Step 5: Digital Handover

5

We can streamline your process and manage your data collection in a templated structure as you build so you can remove unnecessary workload from on-site teams. Improve handover to clients and reduce the unnecessary burden on your aftercare teams, while mitigating the risk of non-compliance.

[BOOK A DEMO](#)





## Next steps for asset owners

### Step 1: Building Digitisation

1

Account for all your in-use building information in one platform across a property portfolio to ensure effective oversight of your building stock to understand gaps in data, document compliance and evidence fire and structural safety.

### Step 2: Choose the right technology for your contractors

2

Ensure your contractors are delivering information consistently in one platform so you can easily track compliance across your entire portfolio in one place. With everyone using the same system you can access a holistic view of all building information and deliverables in a single dashboard.

### Step 3: Register Higher-Risk Residential Buildings & submit Key Building Information

3

Organise all information about your buildings' structure and fire safety across your property portfolio so you can easily register your

buildings and submit Key Building Information to the BSR by the by 30 September 2023 deadline.

### Step 4: Safety Case Report

4

Bring together and keep track of information that makes up the safety case for your buildings all in one platform. Using our golden thread dashboard and document management solutions, you can review the information you hold about your building and identify any gaps ahead of submitting your Building Safety Case Report.

### Step 5: Golden Thread of Information

5

Manage your building documentation and maintain a golden thread of information to achieve a smooth transfer of knowledge from design intent and build through to occupancy and maintenance. This means that a building can be operated safely and effectively in one place all of the time.

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to arrange a consultation and demo.

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