



Llywodraeth Cymru
Welsh Government

GUIDANCE

Building Remediation Passport Fund: expression of interest guidance

How to complete the Building Remediation Fund expression of interest form.

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Introduction

Building safety is a priority for this Government and as such, have worked closely with our counterparts in the UK Government to bring forward legislation that will apply in Wales in relation to fire safety through the Home Office's Fire Safety Act and the Ministry of Housing, Communities and Local Government's Building Safety Bill.

These legislative reforms start the journey that we will be making to ensure that future buildings are built, maintained and managed in a way that prioritises the safety of residents.

Despite this progress, we do not yet know exactly how many buildings are affected by safety defects and to what extent. It is critically important that we are able to understand the true scale of the problem in order to properly address it. The Building Remediation Passport Fund is the essential first stage which will provide funding for surveys to check various safety risks of a building. Every building is different and the surveys will identify what measures and actions are required to help make a building as safe as it can be and protect lives and property.

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Aims of the Building Remediation Passport

A Building Remediation Passport should:

- identify constraints imposed by the history, construction, architectural character and setting of the building, and by its pattern of use;
- identify the set of improvement measures necessary to achieve an appropriate target in safety, energy efficiency etc.
- identify potential interactions between improvement and maintenance measures to ensure a whole-building approach is followed and avoids unintended consequences;
- identify an appropriate order in which the identified measures should be installed, bearing in mind that some measures are best installed together, and that installation of some measures may preclude the later installation of other measures (or make subsequent installation more difficult); be presented in a format that allows it to be updated as work proceeds, and revised as new knowledge and new materials, products or technologies become available.
- Provide residents / leaseholders with transparency of information relating to fire safety remediation works. This would include the types of works that are planned, when they are planned and estimated to be installed.

The Fire Safety ‘Chapter’ in a Building Remediation Passport

For fire safety the focus of this ‘chapter’ of the Passport would focus in on features to improve the fire safety of the property. In flats compartmentation is of particular focus. For any building considering fire and building safety improvements, consideration should be given to the scope for improving energy efficiency and reducing emissions, bearing in mind the need for significant emissions reduction.

For high rise residential buildings it should consider the requirements to make it safe for all residents in the event of a fire. These interventions should also give

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consideration to opportunity for improvement to net zero carbon by 2050 and with future capital works, even if only limited improvements can be undertaken in the short term.

A ‘Fire Safety – Building Remediation Passport’ should:

- identify the set of improvement measures necessary to achieve an appropriate target improvement in fire safety, without compromising the comfort and health and of the occupants or the integrity of the building;
- identify potential interactions between measures to ensure a whole-building approach is followed and thus avoiding the need for work to be unpicked at a later date and other unintended consequences;
- identify how works would address issues of concern and resolve issues in relation to personal safety, insurances, saleability of properties.

A Building Remediation Passport relates to any property which is proposed for retrofit (be it for fire safety features or energy efficiency). It sets out consideration given to the scope for improving the building in relation to a range of issues including (but not limited to) safety, energy efficiency and routine maintenance.

The purpose of a Building Remediation Passport is to guide the staged or phased improvement of the property (regardless of type or height or other physical feature) by identifying the improvements that are needed and an appropriate order for their implementation, by highlighting critical interactions between them. Such plans can, and should be updated to respond to changes in standards or the availability of new technologies resources etc, and to record improvements as they are made.

Innovation

A Building Remediation Passport is an asset management system which recognises the opportunity for works to a building to be integrated and provide economies of scale, minimise disruption and make the best use of available resources. Information obtained in the fire safety survey will form part of the Building Remediation Passport.

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The Building Remediation Passport will be developed strictly by responsible persons/ building owners/ managing agents only. It will identify issues within a building and set out what safety measures should and can be implemented, providing recommendations for prioritising those works. The Passport will aim to align fire safety works required for the building, alongside planned maintenance and decarbonisation measures to provide opportunity for cost savings through shared commissioning and project management costs and to minimise disruption to residents.

In summary, the survey provides information on what defects are present and how they can be addressed. The Building Remediation Passport takes that information a step further and indicates when necessary remediation is recommended.

Rather than taking a “one size fits all” approach, the creation of a Building Remediation Passport ensures that the remediation fits the requirements of the individual building.

This supporting guidance below will help you to complete the Building Remediation Passport application.

Note: We will not be accepting any Expression of Interest forms completed by Leaseholders, Tenants or Residents of buildings. Only the Responsible Persons or people with authority form the Responsible Person can complete the form.

Expression of interest form question guidance

Part A: personal details

Question 1. Are you the Responsible Person for this building?

- Are you a Responsible Person for the building?

Question 2. If you are not the Responsible Person, state what authority you

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have to complete this form for the building?

- If you are not the Responsible Owner, please state what authority you have to complete this form. This could be the appointed Responsible Persons/ Building Owners/ Managing Agents or Developers.

Question 3. Contact name.

- Full name of person completing the form

Question 4. Organisation name, if applicable.

- If you are acting on behalf of an organisation please provide name of organisation

Question 5. Contact e-mail address.

- Please enter an email address that the Responsible Owner can be contacted on.

Question 6. Contact telephone number.

- Please enter a contact number that the Responsible Owner can be contacted on.

Question 7. Website address, if applicable.

- This could be the building or organisations website address.

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Part B: building information

Question 8. Please enter the building Unique Property Reference Number (UPRN)

- Please provide the UPRN for your building. If you do not have a UPRN, please use website www.findmyaddress.co.uk which will provide you with a UPRN.

Question 9. Address of the building or development.

- Include full address and postcode.

Question 10. Local Authority area where the building is located.

- i.e Blaenau Gwent County Borough Council, Cardiff Council

Question 11. Please enter the building height at the floor level of the top storey in metres, if known.

- Height of the building to be measured from ground floor to floor level of top storey, if known

Question 12. How many stories above ground level does the building have?

- Number of stories are counted above ground level. This does not include any stories below ground level such as basement. If the site lends to a split ground level, count storeys above lowest ground level, i.e split level site

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Question 13. Please enter the year that construction of the building was completed, if known.

- This is the year the construction of the building was completed

Question 14. Do you know the name of the developer of the building?

- Developers that constructed the building and or, others that have taken out any retrospective work.
- If you answered "Yes" to the previous question, please enter the name of the developer/s of the building.

Question 15. How many flats are there in the building?

- Provide the number of residential flats within the building.

Question 16. Is the building social, private or mixed tenure?

- Is the tenure of the building social, private or mixed?

Question 17. Are there any commercial properties located within the building?

- Please state if there are commercial properties

Part C: cladding

Question 18. Does the building have external cladding installed?

- Select yes or no

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Question 19. Was the cladding constructed as part of the original construction or fitted retrospectively?

- Is the current cladding on the building part of the original construction, or has it been fitted retrospectively as part of a refurbishment since construction of the building?

Question 20. Please enter details of the elements of the external Cladding System installed on the building by completing each row for as many types of cladding as apply.

- For example, if there is one type of external cladding installed on the building, please complete the Cladding Type 1 Row.

Cladding Type 1 - Types of Cladding Material

- What type of material is the cladding

Cladding Type 1 - Extent of Cladding Material Coverage

- What percentage of the building is covered in cladding

Cladding Type 1 - Type of Insulation Material

- What type of insulation material is on the building

Part D: identified Issues with the building

Question 21. Have issues related to building safety already been identified at this property?

- Select Yes or No

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- If no, please inform us of why you have submitted an expression of interest

Question 22. Is there an existing Fire Risk Assessment (FRA) for the building?

- A fire risk assessment should systematically identify all fire related hazards within the premises and evaluate how those hazards may adversely affect the building and its occupants. It should identify the level of risk that those hazards may present and also identify suitable control measures for any significant findings.

Question 22a. If you do not have a copy of a previous FRA, please confirm the approximate date the last FRA was carried out on the building.

- Please provide a date for the last known FRA. If you do not know, please put N/A

Question 23. Is there an existing Cladding Risk Assessment (CRA) for the building?

- The Cladding Risk Assessment will have provided you with a good indication of the hazards associated with the activity, along with the risks and controls you should be thinking about.

Question 23a. If you do not have a copy of a previous CRA, please confirm the approximate date the last CRA was carried out on the building.

- Please provide a date for the last known FRA. If you do not know, please put N/A

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Question 24. Are there one or more External Wall System (EWS1) Form(s) for the building?

- An EWS1 form is a form used to record the results of the External Wall Fire Review. Surveys are carried out on the external wall constructions in buildings either with a specific concern, or buildings with a height of 18 metres or more above ground level

Question 24a. If you do not have a copy of a previous EWS1, please confirm the approximate date the last EWS1 was carried out on the building.

- Please provide a date for the last known FRA. If you do not know, please put N/A

Question 25. If you wish to provide more than one FRA, CRA or EWS1 Form for buildings in the same development in response to questions 22, 23 or 24, respectively, please select "Yes" from the dropdown responses and you will be contacted by e-mail on welshbuildingsafetyfund@gov.wales to enable you to do so.

- Select yes or no

Question 26. Have any quotes for the remediation of the external cladding installed on the building been obtained?

- Select yes or no

Question 27. Please provide any further information that you think is relevant.

Please provide any further information regarding the building you think might be relevant.

Question 28. Have you experienced difficulty securing building insurance

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cover as a result of identified building safety issues on your building?

- There are two issues with building insurance for high-rise high-risk properties, these are availability (can buildings get quoted for cover) and affordability (price). Select yes or no.

Question 29. Have you engaged with Lenders / Insurers to develop a fire risk management and mitigation measures strategy to meet scheme objectives of reinstating leasehold values and reducing insurance costs?

- Has there been any communication with lenders or insurers to develop any risk assessments or mitigation measures? This is the responsibility of the property owner.
- If you have answered yes, have you implemented the measures from the fire risk management and mitigation measures strategy?

Part E: remediation

Question 30. Do you have an existing building remediation passport?

- Select yes or no

Question 31. If you answered no to question 30, would your existing maintenance manual facilitate a Building Remediation Passport?

- Select yes or no

Question 32. If you answered no to question 31, what are your plans for developing the building remediation passport, into your existing maintenance schedule and asset management system?

- If you are successful in securing funding for the creation of a Building

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Remediation Passport, what plans do you have to incorporate that document within your buildings future maintenance schedule and asset management system?

Part F: engaging with residents and leaseholders

Question 33. Is there an existing resident / leaseholder communication process policy in place?

- Is there an existing resident / leaseholder communication process policy in place? This could be regular updates to residents, newsletters etc.

Question 34. What is your strategy for keeping resident / leaseholder engagement moving forward and how will it encompass this work?

- Please provide if you will prepare a communication strategy for engaging with residents/leaseholders moving forward?

Frequently asked questions

What does Phase 1 funding cover?

We are making funding available to commission comprehensive fire safety surveys of eligible buildings. This will provide an assessment of any fire safety defects present in or on the building and measures that should be taken to address them. This information will help form part of the Building Remediation Passport.

Which buildings are eligible for Phase 1 funding?

Multi-occupied residential buildings 11m and over will be eligible for Phase 1

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funding. However, high rise buildings (18m+ or 7 or more storeys) will be prioritised initially.

Does this apply to both the private and public sectors?

Yes. Multi-occupied residential buildings 11m and over from both the public and private sectors will be eligible to apply. This includes mixed-use buildings.

How quickly can a fire safety survey be undertaken once funding is secured?

Responsible persons/ building owners/ managing agents or developers will be responsible for commissioning the surveys once funding is granted. There is also a range of factors that will impact on timescales for surveys such as availability of suitable qualified professionals.

We are aware there are issues with capacity and professional indemnity insurance (PII) in relation to surveys. These aspects require intervention from UK Government and we are working with colleagues there to address these issues.

How do we apply for Phase 1 funding?

Applications for funding should be made strictly by responsible persons, building owners, managing agents or developers of eligible buildings. The expression of interest will form part of the application process for funding which further details will be made available in the coming months.

Who is responsible?

This funding offer is targeted at the building owner/ managing agent/ developer or person responsible for handling the maintenance of the building.

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Leaseholders, tenants or residents of buildings.

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