

SCHEDULE 2

Regulations 7 and 8

AP provision of information and documents to a resident or an owner of a residential unit

Information relating to the prevention and mitigation of building safety risks

1.—(1) A summary, which is to include an evaluation of the level of risk to residents of the higher-risk building, of the most up to date fire risk assessment for each part of the higher-risk building.

(2) A summary of the safety case report which must include the following information—

- (a) a description of any assessment of a building safety risk in the report,
- (b) a description of the steps taken or planned to be taken to manage any identified building safety risk, and
- (c) an evaluation of how effectively any identified building safety risk is being or is planned to be managed.

(3) The following information—

- (a) how a resident and owners of residential units may take active steps in relation to their residential unit to—
 - (i) prevent a building safety risk materialising, and
 - (ii) reduce the severity of any incident resulting from the risk materialising,
- (b) how and to whom a resident or owner of a residential unit may report a building safety risk relating to their building, and
- (c) the duties on residents and owners of residential units under section 95 (duties on residents and owners) of the 2022 Act.

(4) Information in relation to a higher-risk building setting out—

- (a) the location of any fire escape routes, fire doors and other aids;
- (b) a list of the fire and smoke control equipment for that building, save for that provided by a resident for their own use;
- (c) where the fire and smoke control equipment is located;
- (d) instructions for use of the fire and smoke control equipment by residents, where it is intended for use by residents;
- (e) evacuation information for the building.

(5) In this paragraph “aid” means any of the following—

- (a) a fire or smoke alarm;
- (b) emergency lighting;
- (c) a fire alarm activation device;
- (d) any other piece of equipment provided by an RP or AP for the higher-risk building and kept in the building for the primary purpose of assisting evacuation of the higher-risk building in the event of a building safety related emergency.

Information relating to the duty-holders, regulator and other persons

2.—(1) A summary explaining the role and duties of each relevant person in relation to the higher-risk building.

(2) An explanation of how the responsibilities of each of those relevant persons differ.

(3) The name and telephone number of each of those relevant persons.

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(4) The email address and a postal address in England and Wales at which notices (including notices in proceedings) may be served on each of those relevant persons.

(5) For the purposes of this paragraph, the following are relevant persons—

- (a) the regulator,
- (b) the PAP for the higher-risk building,
- (c) the AP responsible for the part of the higher-risk building in which the resident’s or owner’s residential unit is located,
- (d) any RP responsible for any part of the higher-risk building, and
- (e) any person the PAP has appointed for administrative purposes as a single point of contact in regard to resident communication.

Information and documents relating to the rights of residents and owners of residential units

3.—(1) The most up to date version of the residents’ engagement strategy⁽¹⁾.

(2) An up to date list of the information and documents that an AP is required to provide to a resident of a residential unit and an owner of a residential unit in accordance with section 89 of the 2022 Act and any regulations made under that section.

(3) Details of the information and documents copies of which a resident or an owner of a residential unit may request in accordance with section 92 of the 2022 Act, including—

- (a) a list of information that may be requested,
- (b) a list of the documents copies of which may be requested, and
- (c) the procedure that the resident or owner must follow when making a request.

(4) Information to explain the AP’s legal duty to provide requested information and requested copies of documents in a form that is accessible⁽²⁾.

(5) Where information or a copy of a document is requested pursuant to section 92(1) of the 2022 Act but is not provided by the AP, the reason for not providing the information or a copy of the document.

(6) The up to date complaints system procedure established and operated for the higher-risk building by the PAP pursuant to section 93 (complaints procedure operated by PAP) of the 2022 Act, setting out—

- (a) the circumstances in which a relevant complaint⁽³⁾ to the PAP may be made,
- (b) the procedure for making a complaint,
- (c) what steps the PAP is required to take to resolve any issues raised in a complaint,
- (d) how the person making a complaint (“the complainant”) will be kept informed of the steps being taken by or on behalf of the PAP to resolve any issue raised in their complaint, and
- (e) what further action the complainant may take if they are not satisfied that the steps taken by the PAP have resolved an issue raised in their complaint.

(7) A summary of the circumstances in which a resident or owner may make a relevant complaint to the regulator and any policy the regulator has published in relation to its complaints procedure established pursuant to section 94 (complaints procedure operated by the regulator) of the 2022 Act.

(1) See section 91(1) of 2022 Act for the definition of a “residents’ engagement strategy”.

(2) See requirements under regulation 11 of the Higher-Risk Buildings (Management of Safety Risks) (England) Regulations 2023 (S.I. 2023/907) and section 20 of the Equality Act 2010 (c. 15).

(3) See section 93 of the 2022 Act for the definition of “relevant complaint”.

Document Generated: 2024-07-25

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