

**FIRE SAFETY DESIGN SUMMARY**

Building (Procedure) (Scotland) Regulations 2004

FOR OFFICIAL USE

Reference No:

Date:

**Fire Safety Design Summary to be provided with completion certificates relating to the construction of, or conversion to, new non-domestic buildings, including extensions to existing buildings.**

This document can be made available in large print upon request.

Guidance is also available in audio format.

You may use this form if applying to the following local authorities: Argyll and Bute, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire.

**Building Details**

Building Warrant ref:	
Building Address:	
Building Owner:	
Proposed use of Building:	
State number and width of any escape stairs:	
Evacuation Methodology <sup>(1)</sup> :	Simultaneous <input type="checkbox"/> Phased <input type="checkbox"/> Progressive Horizontal <input type="checkbox"/>
State fire resistance of the building elements <sup>(2)</sup> :	
State occupancy capacity for each storey and the building <sup>(3)</sup> :	
State number of final fire exits <sup>(4)</sup> :	

Fire Safety Measures	Yes / No	Supporting Information
Are the recommendations for travel distance in the technical handbook guidance exceeded? <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are there any 'inner rooms' in the building? <sup>(5)</sup> <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the building secured when occupied? <sup>(6)</sup> <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the building contain compartmentation / separation measures <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do any passive fire safety measures depend on activation of fire detection system? <sup>(7)</sup> <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has an automatic fire suppression system been installed? <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has a fire alarm / detection system been installed? <i>If 'Yes' provide category information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have additional fire safety measures been installed? <sup>(8)</sup> <i>If 'Yes' provide information</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the means of access, water supply and facilities for the Fire and Rescue Service accord with technical handbooks guidance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there dry / wet riser installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are fire-fighting lifts installed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have any commissioning certificates and maintenance schedules been provided? <sup>(9)</sup>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Excluding normal maintenance, provide information on any fire safety measures that rely on management actions or intervention? <sup>(10)</sup> :		
Other Relevant Fire Safety Information:		

Authorisation by relevant person or duly authorised agent <sup>(11)</sup>	
I confirm that this fire safety design summary is a true and accurate record of the building's fire safety measures.	
<b>Signed</b> [relevant person/duly authorised agent*]	
<b>Dated</b>	
<b>Print Name</b> [relevant person/duly authorised agent*]	
<b>Position</b>	

\*delete as appropriate

## Address to which you should send this form

Inverclyde Council  
Regeneration and Planning  
Building Standards  
Municipal Buildings  
Clyde Square  
Greenock PA15 1LY

01475 712426

[building.standards@inverclyde.gov.uk](mailto:building.standards@inverclyde.gov.uk)

## Notes

- 1. Evacuation methodology for the building** - In most buildings, the evacuation strategy will be for occupants to evacuate a building immediately on becoming aware of a fire. This is called simultaneous evacuation. In some larger buildings, however, the evacuation strategy allows those occupants most at risk to be evacuated first. This evacuation strategy relies on the building having additional fire safety measures installed in the building and may either be:
  - phased, where some occupants evacuate parts of the building before others; or
  - progressive horizontal evacuation, where occupants leave the compartment of fire origin to adjacent compartments leading to a storey exit.
- 2. Fire resistance of building elements** – In order to prevent the premature collapse or failure of load-bearing structural elements or compartment /separation elements of a building in a fire, appropriate levels of fire resistance should be provided.
- 3. Occupancy capacity** - Is the maximum number of people expected in a space dependent on the area and use of that space, for example whether the occupants will be seated, standing, etc.
- 4. Number of exits** – When a room or storey requires 2 or more escape routes it is assumed that in the event of a fire one of the escape routes may be compromised by fire. As a consequence, the remaining exits will still allow the occupants sufficient time to safely leave the storey without delay.
- 5. Inner room** - Means a room from which escape is possible only bypassing through another room, known as an access room. Occupants within an inner room could become trapped where there is an outbreak of fire in the adjoining access room.
- 6. Securing the building** – Doors used for means of escape should be kept unlocked at all times when people are in the building. Removable security fastenings such as shutters, chains, bars, padlocks, etc. should be removed from all doors, on exit routes when the building is occupied to ensure the occupants opportunity for escape is not compromised.
- 7. A number of passive fire safety measures depend on activation of fire detection systems** – For example: Fire doors, dampers, fire shutters, magnetic hold open devices etc.
- 8. Additional fire safety measures** – In some buildings it may not always be possible to achieve the minimum standards set in the Technical Handbook guidance. In such circumstances additional compensatory factors may have been used to achieve a satisfactory level of fire safety. For example: Additional compartmentation provided, smoke control or pressurization systems, smoke curtains etc.
- 9. Commissioning certificates** - Any certificates and supporting test results should be complete and in a recognised format. They should provide clear and concise information to building owner, including manufacturer's operating instructions for all equipment fitted.
- 10. Building management** - The management of a building is an integral part of a fire strategy. While it is out with the scope of the Building (Scotland) Act 2003, developers and builders should note the importance of providing the occupants with information on the use of the equipment and on its maintenance.
- 11. Relevant person/duly authorised agent** - The relevant person must submit their completion certificate when the building is complete, confirming that the building has been constructed in accordance with the relevant building warrant. A Fire Safety Design Summary must be provided with completion certificates relating to the construction of, or conversion to, new non-domestic buildings, including extensions to existing buildings. Where the relevant person does not have the appropriate training, knowledge and expertise to be aware of the hazards and risks involved, then the Fire Safety Design Summary may be signed by an authorised agent on behalf of the relevant person.

## DATA PROTECTION

Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purposes of the Building (Scotland) Act 2003 and related purposes, legislation and regulation.

Further information can be found at [www.inverclyde.gov.uk/privacy](http://www.inverclyde.gov.uk/privacy).