

Gateway Three: Applying for a Completion Certificate

Contents

Introduction	1
Preparing an Application	2
Submitting an Application	2
Validation of an Application	2
Application Process	3
Information and Documents Required	4
Your Application Section	4
Dutyholder Declarations Section	7
Pay and Submit Section	8
Application Checklist	9

Introduction

The [Building Regulations 2010](#) set out the required standards for ‘building work’, including erecting new buildings, extending and altering buildings, and changing their use. Approval for certain types of work is required from a Building Control Body, which must be satisfied that completed building work complies with the Building Regulations in order to issue a Completion Certificate.

The Building Safety Act, which is the foundation of the new [building safety regime](#) for the construction sector, introduces the requirement for Higher-Risk Buildings (HRBs) to obtain a Completion Certificate from the Building Safety Regulator (BSR) before the building can be registered and occupied. [The Building \(Higher-Risk Buildings Procedures\) \(England\) Regulations 2023](#) set out the information that must be included within an application for a Completion Certificate, or a Partial Completion Certificate, at Gateway Three for both new and existing HRBs in England.

This Build UK guide provides an overview of Gateway Three and the information and documents that must be included within an application for a Completion Certificate for an HRB.

Further Information

- [The Building Safety Act 2022](#) introduces the requirement for HRBs to obtain a Completion Certificate from the BSR (Section 76).
- [The Building \(Higher-Risk Buildings Procedures\) \(England\) Regulations 2023](#) set out the requirements for applying for Completion Certificates for HRBs.
- [Applying for a Completion Certificate](#) provides guidance on how to apply for a Completion Certificate after work on an HRB has been completed.
- [Manage a Building Control Application for Higher-Risk Buildings](#) provides guidance on how to submit and manage applications for Completion Certificates to the BSR.
- [Making Changes to a Higher-Risk Building Project](#) sets out the requirements for making changes to a project that has been approved by the BSR.
- Build UK’s overview of the [Golden Thread](#) sets out the information and documents that must be collated and provided to the Client for the project.

The BSR can be contacted on **0300 790 6787** with queries relating to the submission and management of applications for Completion Certificates for HRBs.

Preparing an Application

The Building Safety Regulator (BSR) expects an application for a Completion Certificate at Gateway Three to demonstrate that work on a Higher-Risk Building (HRB) has been completed in accordance with the documents agreed at Gateway Two and any subsequent Controlled Changes and that it complies with all relevant Building Regulations.

Gateway Three is a new application process which requires all information to be submitted, even where it was previously provided as part of the [Gateway Two](#) application.

If a [Partial Completion Strategy](#) was agreed at Gateway Two and part of the building is intended to be occupied before work is completed on the rest of the building, then a Partial Completion Certificate must be applied for in relation to the work that has been completed.

A lot of the information required in the Gateway Three application will be contained in the [Golden Thread](#), which must be complete, accurate and up to date and have been provided to the Client.

The Registered Building Inspector (RBI) for the project should have carried out inspections during the construction process and be in a position to provide information on the level of detail that should be submitted within the application and what should be available on request.

It is recommended that you give the BSR at least eight weeks' notice that you will be applying for a Completion Certificate and arrange a final inspection if required.

A Completion Certificate is [not required](#) for building work which consists only of exempt work, work carried out under a Competent Person Scheme, or an emergency repair to an existing HRB. However, for emergency work, an application for a Regularisation Certificate must be made to the BSR as soon as reasonably practicable after the work has been completed.

Submitting an Application

The [application portal](#) is divided into three sections – Your Application, Dutyholder Declarations, and Pay and Submit – and information must be submitted in the required format, which includes multiple choice questions, free text boxes with a character limit, and document uploads.

All documents should be PDFs, smaller than 1GB, and named appropriately using only letters, numbers, spaces, hyphens and underscores. Documents must be submitted in the requested order to progress through the application, and applicants are able to [create folders](#) for their documents to help the Building Safety Regulator (BSR) when assessing them.

The Building Control Approval Application Reference Number received on submission of the Gateway Two application is required to submit an application for a Completion Certificate at Gateway Three.

Each Gateway Three application submitted to the BSR will incur an application fee of £189 plus time spent reviewing it charged at £151 per hour per person working on the application.

Validation of an Application

On receipt of an application for a Completion Certificate, the Building Safety Regulator (BSR) will carry out an initial assessment to ensure that all the documents required have been submitted. This is known as the **validation stage**.

If an application is deemed **valid**, it will progress to the assessment stage. A validated application does **not** mean that a Completion Certificate will be issued.

If the application is deemed **not valid**, the applicant will be notified and provided with feedback on what further information is required.

Application Process

Action	Information	BSR Target Timeline
Application prepared	It is recommended that an applicant notifies the BSR to expect their application and confirms any final inspection arrangements.	Week -8
Application submitted	Full details can be found in this guidance: Applying for a Completion Certificate .	Week 0
Application validated	Assessment by the BSR to determine if the application contains the information required. If deemed valid, it will progress to the assessment stage. If the application contains insufficient information, it will be deemed not valid and the reasons why given.	Week 1
MDT assessment of application	Assessment by the MDT to determine if the application meets all requirements, including confirmation that the building work is completed in accordance with the documents agreed at Gateway Two and any subsequent Controlled Changes, that it complies with all relevant Building Regulations, and that the Golden Thread has been provided to the Client. Any final inspection requirements will be confirmed.	Weeks 2 to 4
MDT assessment completed	If the application is accepted, it will be assessed by statutory consultees, which is a legal requirement. If the application is not accepted, it will be rejected and the reasons why given.	Week 5
Statutory consultees assessment of application	Assessment by statutory consultees (fire and rescue authority and sewerage undertaker where appropriate) to determine if the application contains the required information.	Weeks 5 to 7
Application outcome	A decision is made on the application and it will be either approved or rejected with the reasons why given. If the application is rejected, the applicant can request a review by the BSR within 21 days of the date of rejection and then submit an appeal to the First Tier Tribunal.	Week 8
HRB registration	Once a Completion Certificate has been received, the building can be registered . An HRB must be registered by the BSR before it can be occupied which is expected to take up to 14 days.	Week 9 onwards

The [Building \(Higher-Risk Buildings Procedures\) \(England\) Regulations 2023](#) specify a period of 8 weeks for the BSR to process an application for a Completion Certificate.

Information and Documents Required

Your Application Section

Information	Details	Format
Full or Partial Completion Certificate Completion: Regulation 40 Cl 1 Partial Completion: Regulation 45 Cl 3	Whether applying for a: <ul style="list-style-type: none"> Full Completion Certificate Partial Completion Certificate 	Multiple Choice
	If applying for a Partial Completion Certificate	
	A summary of the completed work	Free Text (2000-character limit)
	When the work was completed	Free Text
	A summary of the remaining work	Free Text (2000-character limit)
	A partial occupation plan showing: <ul style="list-style-type: none"> The part of the building or stage covered The intended use of that part Location of any flats or residential rooms to be occupied 	PDF Upload
Building Information Completion: Regulation 40. Cl. 1(a)&(b) Partial Completion: Regulation 45 Cl 2(a)&(b)	Confirmation that the building name has remained the same: <ul style="list-style-type: none"> Yes No 	Multiple Choice
	Postcode & address	Free Text
Details of Completed Work Completion: Regulation 40. Cl. 1 (d) Partial Completion: Regulation 45. Cl. 2 (c)	A summary of the completed work	Free Text (2000-character limit)
	Completion date	Free Text
	Number of storeys	Free Text
	Height (<i>in metres to 2 decimal places</i>)	Free Text
	Number of residential units	Free Text
	Number of non-residential units	Free Text
	Use of building: <ul style="list-style-type: none"> Care, residential or nursing home Hospital Student accommodation Other residential (e.g. prison, boarding school) Residential dwellings Other residential (e.g. hotel, hostel) Office Industrial Shop and commercial Other non-residential 	Multiple Choice
	Use of each storey (e.g. <i>Ground and Storey 1: shop and commercial, Storeys 2-10: residential dwellings</i>)	Free Text (2000-character limit)

Information	Details	Format
Drains and Sewers Completion: Regulation 40. Cl. 1 (d) Partial Completion: Regulation 45 Cl 2 (f) (vii)	Whether construction included a new drain or private sewer: <ul style="list-style-type: none"> • Yes • No 	Multiple Choice
	If a new drain or private sewer is constructed Upload a site plan, minimum scale of 1:1250, showing: <ul style="list-style-type: none"> • The location of any new sewer connection • Any sewer discharge proposals • Septic tank and associated secondary treatment system • Wastewater treatment system • Cesspool • Location of surface water discharge 	PDF upload
Drainage Completion: Regulation 40. Cl. 1 (d) Partial Completion: Regulation 45 Cl 2 (f) (vii)	Whether the building is within 3 metres of an existing drain, sewer or disposal main: <ul style="list-style-type: none"> • Yes • No 	Multiple Choice
	If building is within 3 metres of an existing drain, sewer or disposal main <ul style="list-style-type: none"> • Details of the precautions taken to protect the sewer from the building and the building from the sewer • Any permissions received from sewerage undertaker for work within 3 metres of an existing drain or sewer 	Free Text (2000-character limit) and/or PDF Upload
Local Enactments Completion: Regulation 40. cl. 1(d)(vii) Partial Completion: Regulation 45 Cl 2 (f) (viii)	Details of the steps taken to comply with any local byelaws or requirements that apply	Free Text (2000-character limit)
Site Location Plan Completion: Regulation 40. Cl. 2 (a, b) Partial Completion: Regulation 45 Cl 3 (a)	A site plan, minimum scale of 1:1250, showing: <ul style="list-style-type: none"> • The size and position of the building • Relationship to adjoining boundaries • Curtilage of the building • Size, position and function of existing or new buildings and streets within, on or adjoining the curtilage 	PDF Upload
Drawings and Plans Completion: Regulation 40. Cl. 2 (c) Partial Completion: Regulation 45 Cl 3 (b)	All necessary drawings and plans for the work covered by the Completion Certificate to show that the work complies fully with the Building Regulations, plus a 'reference file' which includes the name of each drawing or plan that is uploaded and a clear description of what it is	PDF Upload or Folder Upload containing PDFs

Information	Details	Format
Construction Control Plan Completion: Regulation 40. Cl. 2 (d) Partial Completion: Regulation 45 Cl 3 (c)	Details of how: <ul style="list-style-type: none"> • Building work was managed to comply with Building Regulations • Compliance was monitored • Compliance was evidenced • Sufficient information and instruction was given to those doing the work 	PDF Upload
Mandatory Occurrence Reporting System Completion: Regulation 40. Cl. 2 (d) Partial Completion: Regulation 45 Cl 3 (c)	The system that was implemented in relation to Mandatory Occurrence Reporting	PDF Upload
Building Regulations Compliance Statement Completion: Regulation 40. Cl. 2 (d) Partial Completion: Regulation 45 Cl 3 (c)	Details of how the building work meets the requirements of the Building Regulations, including the design principles and building standards applied to the work: <ul style="list-style-type: none"> • Identify every single element that needs to demonstrate compliance with each part of the Building Regulations • Clarify which code or standard has been used to demonstrate compliance with an explanation of why it is the most appropriate • Justify how the functional requirements have been met with clear and comprehensible narrative referring to suitably labelled plans and drawings 	PDF Upload
Fire and Emergency File Completion: Regulation 40. Cl. 2 (d) Partial Completion: Regulation 45 Cl 3 (c)	The measures, strategies and policies it is proposed the owner of the building should adopt in order to manage and maintain the building to ensure anyone in it can be safely evacuated in an emergency, including any assumptions made as to the intended occupiers of the building and their likely characteristics and behaviours	PDF Upload
Change Control Plan Completion: Regulation 40. Cl. 2 (d) Partial Completion: Regulation 45 Cl 3 (c)	An up to date copy of the Change Control Plan showing how Controlled Changes were managed on the project	PDF Upload
Change Control Log Completion: Regulation 40. Cl. 2 (e) Partial Completion: Regulation 45 Cl 3 (c)	An up to date copy of the Change Control Log showing all the Major, Notifiable and Recorded Changes made for the project	PDF Upload

Dutyholder Declarations Section

Information	Details	Format
Principal Designer(s) Compliance Declaration Completion: Regulation 40. Cl. 5 Partial Completion: Regulation 45 Cl 3 (e) & Cl 4	A statement from each Principal Designer that has worked on the building confirming: <ul style="list-style-type: none"> • Their details • The dates of their appointment • That they have fulfilled their duties under Part 2A of the Building Regulations. The Client must provide an explanatory statement if such a statement cannot be provided by any current or previous dutyholders	PDF Upload
Principal Contractor(s) Compliance Declaration Completion: Regulation 40. Cl. 5 Partial Completion: Regulation 45 Cl 3 (e) & Cl 4	A statement from each Principal Contractor that has worked on the building confirming: <ul style="list-style-type: none"> • Their details • The dates of their appointment • That they have fulfilled their duties under Part 2A of the Building Regulations The Client must provide an explanatory statement if such a statement cannot be provided by any current or previous dutyholders	PDF Upload
Client Compliance Statement Completion: Regulation 40. Cl. 1 (e) Partial Completion: Regulation 45 Cl 2(g)	A statement from each Client involved in the building confirming: <ul style="list-style-type: none"> • Their details • That to the best of their knowledge the as-built building complies with all relevant requirements of the Building Regulations The current Client must provide an explanatory statement if such a statement cannot be provided by any previous Client	PDF Upload
Confirmation of Handover of Information Completion: Regulation 40. Cl. 1 (f) Partial Completion: Regulation 45. Cl. 2 (h)	Confirmation signed by both the Client and relevant person confirming that the Approved Document BFLO information and the Golden Thread have been provided and received	PDF Upload

Pay and Submit Section

Information	Details	Format
Statement of Application Completion: Regulation 40. Cl. 1 (c) Partial Completion: Regulation 45. Cl. 2 (c)	Whether you are the Client: <ul style="list-style-type: none"> • Yes • No 	Multiple Choice
	If you are the Client	
	Agree to the pre-populated statement that the application is being made under the Building (Higher-Risk Buildings Procedures) (England) Regulations	Tick Box
	If you are not the Client	
	Upload a written statement confirming that you are authorised to act on behalf of the Client	PDF Upload
	Agree to the pre-populated statement that the application is being made under the Building (Higher-Risk Buildings Procedures) (England) Regulations	Tick Box

Application Checklist

Information and Documents Required	Submitted
1. Full or Partial Completion Certificate	<input type="checkbox"/> Yes
2. Building Information	<input type="checkbox"/> Yes
3. Details of Completed Work	<input type="checkbox"/> Yes
4. Drains and Sewers	<input type="checkbox"/> Yes
5. Drainage	<input type="checkbox"/> Yes
6. Local Enactments	<input type="checkbox"/> Yes
7. Site Location Plan	<input type="checkbox"/> Yes
8. Drawings and Plans	<input type="checkbox"/> Yes
9. Construction Control Plan	<input type="checkbox"/> Yes
10. Mandatory Occurrence Reporting System	<input type="checkbox"/> Yes
11. Building Regulations Compliance Statement	<input type="checkbox"/> Yes
12. Fire and Emergency File	<input type="checkbox"/> Yes
13. Change Control Plan	<input type="checkbox"/> Yes
14. Change Control Log	<input type="checkbox"/> Yes
15. Principal Contractor(s) Compliance Declaration	<input type="checkbox"/> Yes
16. Principal Designer(s) Compliance Declaration	<input type="checkbox"/> Yes
17. Client Compliance Statement	<input type="checkbox"/> Yes
18. Confirmation of Handover of Information	<input type="checkbox"/> Yes
19. Statement of Application	<input type="checkbox"/> Yes

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