STAGED WORK STATEMENT

STAGED WORK STATEMENT	Guidance Note: 08 Annex: 8B Version: 1.0 Date: 18/12/25

SUMMARY

This annex provides an example of a Staged Work Statement as required under Regulation 4(3) of the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023.

A Staged Work Statement details the proposed staged application strategy for the Building Control Approval application (Gateway 2).

A Staged Work Statement:

- **Explains why a staged strategy is appropriate**
- **Assesses the risks and implications of submitting the application in stages**
- **Identifies the level of information/design maturity and detail required at the first stage in advance of the completed building design.**

It shows a way of evidencing how the design will be managed for a staged application to ensure sufficient level of design information is available to inform the Stage 1 application.

This document has been drafted for guidance only and is drafted for an example project for a single Higher-Risk Building tower with a basement. It is intended to show the typical level of detail to be provided.

The content of a Staged Work Statement must be made project-specific to the applicant's building design.

NOTE: This guidance note should be read in conjunction with:

- **CLC Guidance Note 08 – Staged Applications**

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STAGED WORK STATEMENT

1.0 INTRODUCTION

This document is the **Staged Work Statement** as required under Regulation 4(3) of the Building (Higher-Risk Buildings Procedures) (England) Regulations 2023. It explains the proposed staged application strategy for the Building Control Approval submissions (Gateway 2).

This includes why a staged strategy is appropriate and assesses the risks and implications of submitting the Gateway 2 application in stages and identifies the level of information/design maturity and detail required at the first stage in advance of the completed building design.

2.0 PROJECT DETAILS

1	Project Name	Example Towers, London
2	Phase (if applicable)	Phase 3A
3	Stage No.	Stage 1
4	Client	XXXX
5	Principal Designer	YYYY
6	Principal Contractor	ZZZZ

3.0 PROJECT DESCRIPTION

Project X involves the construction of a X-storey residential building with a single storey basement. The basement is used for car parking, cycle storage and plant.

INSERT IMAGE

Diagram 1: *A cross section of the project separately identifying the stages for Building Control applications.*

4.0 WHY A STAGED APPLICATION IS APPROPRIATE FOR THIS DEVELOPMENT

A staged application approach has been adopted for the delivery of this development (the Project) as it brings clear advantages to the design, procurement and construction of this large development. The development includes a large basement and therefore involves substantial enabling and substructure works ahead of constructing the residential tower (superstructure). It is therefore proposed to submit the application in stages.

Key benefits using a staged application process are:

- Smaller applications which will allow faster and earlier application for Stage 1 achieving a programme saving of approx. X months;
- Smaller application focused on the relevant early substructure works for the BSR to review enabling a faster Gateway 2 approval;
- Allows longer lead-in times to procure and complete detailed design for elements of the building that are only required for later submissions, in particular façade and interiors; and
- Earlier commencement of the enabling works, basement and substructure construction.

An assessment has been carried out to demonstrate a clear understanding of the implications and risks of advancing part of the building works using a staged approach in section 7.0 of this statement.

5.0 EXTENT OF WORKS WITHIN THE FIRST STAGE

The building will be submitted as a staged application for Building Control Approval (Gateway 2) in two stages (applications) as follows:

- **This Stage - Application No.1** – Foundations and basement up to and including ground floor slab (substructure) including full MEP and Architectural works which impact on structure, and sufficient design for MEP and Architectural which do not impact on the structure.
- **Next Stage – Application No.2** – Above ground in full, including remaining above-ground structure, surrounding realm, external finishes, external walls and roof, internal walls, building services and internal finishes (superstructure).

The extent of structural works included in the Stage 1 application is as follows:

- Basement enabling works (embedded perimeter basement piled wall)
- All piled foundations
- All structural fire requirements
- All below ground waterproofing
- Basement RC structure up to and including podium ground slab (basement roof)
- Ground floor slab at grade beyond basement footprint.

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This sub-division strategy aligns with the industry guidance for a non-complex building i.e. a two-staged application with Stage 1 works limited to up to and including ground floor slab.

The extent of Stage 1 works also meets the definition of Commencement for the whole building as defined in Regulation 46(A) of the Building Regulations 2010. This provides that the design standards current at the time of the first stage submission can be used for all subsequent stages. The Stage 1 works will be completed within 3 years of the application submission date.

6.0 ESTIMATED PROGRAMME FOR SUBSEQUENT STAGE

This Stage 1 application planned submission date is XXXX, it is planned to begin construction on XXXX.

The Stage 2 application planned submission date is XXXX, approximately X months after Stage 1 application. It is anticipated that Stage 2 will begin construction on XXXX.

7.0 ASSESSMENT OF LEVEL OF DESIGN (LOD)

It is important that sufficient design development is reached for the Stage 1 application to ensure that unidentified problems are not baked into the design that may compromise the compliance of the building once complete.

An assessment has been carried out to demonstrate a clear understanding of the implications and risks of advancing part of the building works. The assessment has been undertaken by the Applicant/Client in consultation with the design team and Enabling Works Contractor/Principal Contractor and identifies what design information is required and to what level of maturity/detail to ensure compliance of the advanced works and to enable this to be evidenced in the Stage 1 application. The key output of this assessment is to:

- Identify what design information needs to be provided in full (Stage 1 scope) including a schedule of Requirements where Approval with Requirements is proposed;
- Identify what level of detail the design of elements in the subsequent design stage application is needed;
- Identify what specialist design input is required so they can be procured in time to provide the necessary input;

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- Identify the risks associated with parts of the design (subsequent stage application) not being fully developed and how the risk is managed; and
- Demonstrate that the first stage application can achieve compliance with the level of detail proposed for the subsequent stage development.

APPENDIX 1 provides the assessment.

8.0 CONSISTENCY AND LINKAGE WITH FUTURE STAGE WORKS

As part of the Subsequent Stage Strategy, a Subsequent Stages Statement will be provided to demonstrate compatibility between the design intent in the Stage 1 application and the final Stage 2 design.

This will cross check the final Stage 2 application design against the design assumptions made in the Stage 1 application to evidence that the Stage 1 approved design is still appropriate and compliant.

This document will clearly identify assumptions made at Stage 1 compared to the final proposals in Stage 2 and explain any divergence from these using the Change Control Plan.

APPENDIX 1: ASSESSMENT OF LEVEL OF DESIGN (LOD)

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
Building massing			X	Massing of superstructure and substructure is fixed to enable structural framing and loads to be determined. No. of storeys is fixed. The use-category on each floor is known to assign correct imposed loads.	The massing must remain unchanged beyond Stage 1.	Architects scheme design (RIBA 3 LOD) GA plans and elevation drawings.
Apartment layouts/interiors		X		Layouts have been developed to allow primary structural framing to be positioned. Floor finishes and build ups are known. Use-category on each floor is known to assign correct imposed loads.	Any modifications to the layouts will have to work within the constraints of the primary structural framing layout (columns wall, core).	Architects scheme design (RIBA 3 LOD) GA plans and elevation drawings.
Cladding		X		Façade consultant appointed as part of design team to inform the appropriate façade system.	Cladding system will not change at this stage of the project.	Architects scheme design (RIBA 3 LOD) elevation drawings,

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
				Cladding system is known (unitised aluminium façade). Cladding self-weight loads are known. Fixing principles are understood to allow structure to be sized to accommodate fixings.	Global loads down to foundation level are known.	Cladding typical bay details.
Balconies		X		Balcony type is known (steel bolt on) and are an integral part of the unitised façade. Balcony location and size is fixed. Balcony finishes and loads are known. Fixings into primary structure is developed and structural slab edge depths are required to determine self-weight. Fixing principles are understood to allow structure to be sized accordingly to accommodate fixings.	Balcony type will not change at this stage of the project. Global loads down to foundation level are known. Detailed design of the balconies can be developed in full and remain within these constraints.	Architects scheme design (RIBA 3 LOD) GA plans and elevation drawings. Balcony typical bay details.

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
Core			X	Core geometry is fixed including location and size of: - MEP Risers - Lift shafts and stair sizes and location - Smoke clearance/lobbying/smoke shafts - Services openings in structure. Lateral stability analysis is complete to confirm core meets the structural requirements and all loads down at foundation level known.	Core will need to remain unchanged. Key Builders work holes through link beams has been agreed and coordinated. Local modifications at the top of the building (penthouse and roof) could be accommodated without impacting Stage 1. Local modifications to penetrations through core walls above ground may be permissible.	Architects scheme design (RIBA 3 LOD) GA plans and elevation drawings. Structural GA plans and core plans.
Structural framing – Superstructure		X		Structural framing (slabs, columns, walls, cores) is fixed to determine accurate load takedowns to foundations to allow completion of foundation design. Floor and ceiling finishes are known sufficiently to determine design permanent and imposed loads. Coordination of layouts to be developed sufficiently to coordinate beam, column and wall positions.	All structural sizes will need to remain as unchanged to avoid impacting the foundation loads. Any modifications to the layouts will have to work within the constraints of the primary structural framing layout (columns wall, core). Detailed builders work openings for services not needed.	Structural scheme design (RIBA 3 LOD LOD) GA plans. Architects scheme design (RIBA 3 LOD) GA plans.

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
				Structural elements to be designed to confirm size to determine self-weight loads.	Minor modifications to Structural superstructure column geometry could be accommodated without impacting the Stage 1 application.	
Roof construction		X		Roof construction and build ups to be fixed to determine structural loads.	Global roof loads and build ups will need to remain unchanged.	Architects scheme design (RIBA 3 LOD) GA plans and typical details. Structural scheme design (RIBA 3 LOD) GA plans.
Roof layout and coordination	X			Detailed coordination of the roof is not required for Stage 1 application.	Detailed coordination of the roof will not impact the Stage 1 substructure application.	Architects scheme design (RIBA 3 LOD) GA plans.
MEP Services strategy		X		Overall MEP strategy is known and has been tested sufficiently to determine appropriate ceiling and services zones to give assurance on correct storey heights, primary risers, plant room locations etc.	Primary risers within cores will need to remain fixed. See Core.	Architects scheme design (RIBA 3 LOD) GA plans. MEP design principles (RIBA 3 LOD) report.

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
Apartment MEP design and coordination	X			Detailed coordination does not affect Stage 1 application works and is not required for Stage 1 application.	Apartment MEP layouts and routing will not impact Stage 1 Application. Layouts will remain within the constraints of the fixed structural framing.	Architects scheme design (RIBA 3 LOD) GA plans.
Ground floor layouts		X		Internal L00 layouts are fixed suitably to determine design loads and builders work coordination, below slab drainage etc. Coordination of layouts required to fix the structure (ground slab and foundations). Incoming services and utilities to be fully coordinated to form required builders work sleeves.	Internal fit out details and spec not required.	Architects scheme design (RIBA 3 LOD) GA plans and elevation drawings.

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
Landscape design		X		Design has been developed to understand material build ups and finishes to allow structure to be design accordingly. External drainage complete and coordinated with landscape design. Openings though the landscaping (podium) for ventilation is coordinated.	Detailed spec of plants, paving materials etc can follow. Materials and build ups to remain within the design constraints of the podium slab design.	Landscape plans and sections.
Podium slab construction			X	Design to be developed to understand material build ups and finishes to allow structure to be design accordingly. Openings though the podium structure for basement venting and services are coordinated. Drainage and manholes etc are coordinated in full. Incoming services and utilities are fully coordinated to form required builders work sleeves.	Structural design is complete at Stage 1. Internal fit out to remain within the constraints of the structural design. Landscape design to remain within the design constraints of the podium slab design.	Full structural design submitted.

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
Basement construction			X	Full design of basement structure is provided for Stage 1 application.	N/A	Full structural design submitted.
Basement layouts		X		Internal layouts are known and have been tested for compliance (escape distances developed to give assurance of and to allow structural design loads to be determined). Plant rooms requiring heavy loading (e.g. water tanks) are located.	The following basement fit out elements to be submitted as Requirements: - Architectural fit out items and finishes - Internal block partition walls and fire stopping - MEP plant product spec and details - Smoke ventilation systems products and details.	Architects scheme design (RIBA 3 LOD) GA plans. MEP design principles (RIBA 3 LOD) report. MEP scheme GA drawings. Fire strategy report.
Foundation design			X	Full design of foundations (those included in the Stage 1 Application) required.	Building load takedowns to remain within the design constraints of the foundation design.	Full structural design submitted.
Smoke clearance in basement		X		Design has been developed to inform ventilation requirements integrated into the design (landscape and structure).	Design solution has been developed in detail to give confidence of compliance.	Architects scheme design (RIBA 3 LOD) GA plans.

Element/Item	Level of Design maturity/Detail			Details/Comments	Risk due to later stage design of element/item not being fully complete	LOD for the subsequent stage to be provided at Stage 1
	Outline	Developed	Full			
				Ventilation openings in the basement and ground structure are coordinated and included. Full CFD analysis to evidence compliance to follow.	CFD modelling will be used to validate the design. This will be submitted as Requirements.	MEP design principles (RIBA 3 LOD) report. MEP scheme GA drawings Fire strategy report.
Incoming utilities		X		Incoming utilities have been fully coordinated with the substructure.	Incoming services to remain within the design constraints of the foundation design. Final utilities design to be submitted as Requirements.	Architects scheme design (RIBA 3 LOD) GA plans. Incoming utilities (MEP) drawings. Full structural drawings.
Below ground drainage			X	BG drainage been fully coordinated with the substructure for the ground floor and basement layouts.	Drainage to remain within the design constraints of the foundation design.	Full civil design submitted.
Waterproofing (below ground)			X	Basement tanking design complete. Interface with podium slab (roof tanking) to be submitted as Requirements. Interface with façade to be provided at Stage 2.	Perimeter upstand threshold provided to support façade and provide substrate for connecting façade EPDM to ground floor/podium tanking.	Architects scheme design (RIBA 3 LOD) GA plans and typical details.