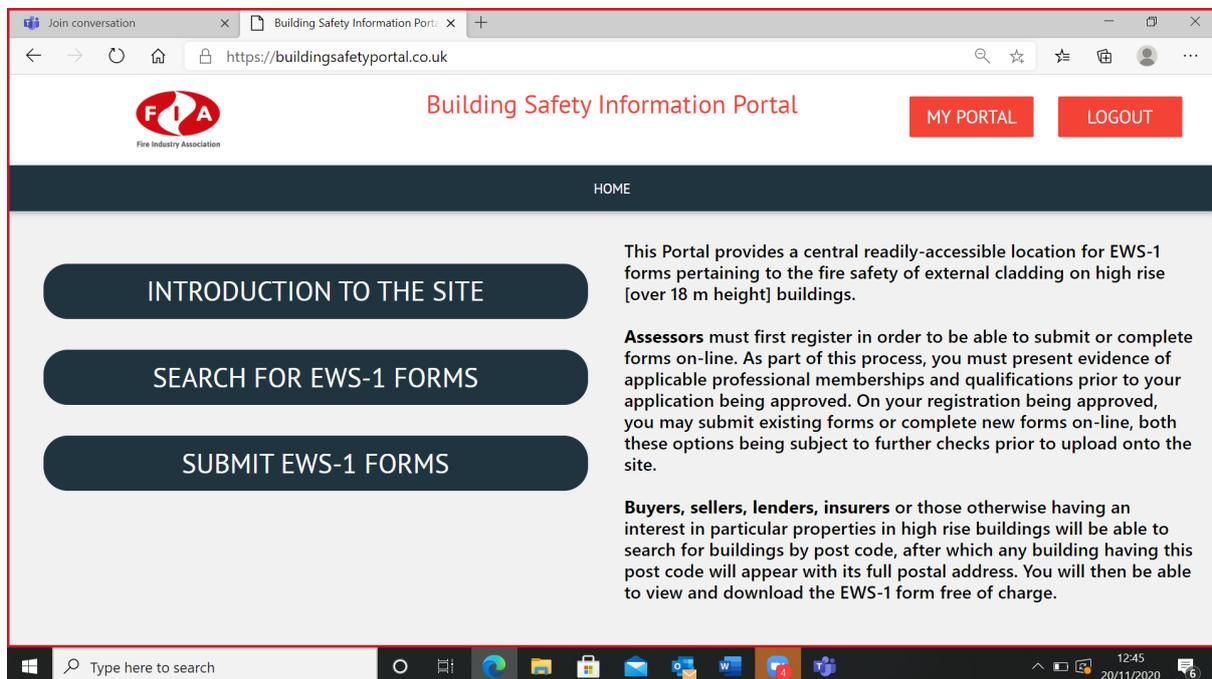
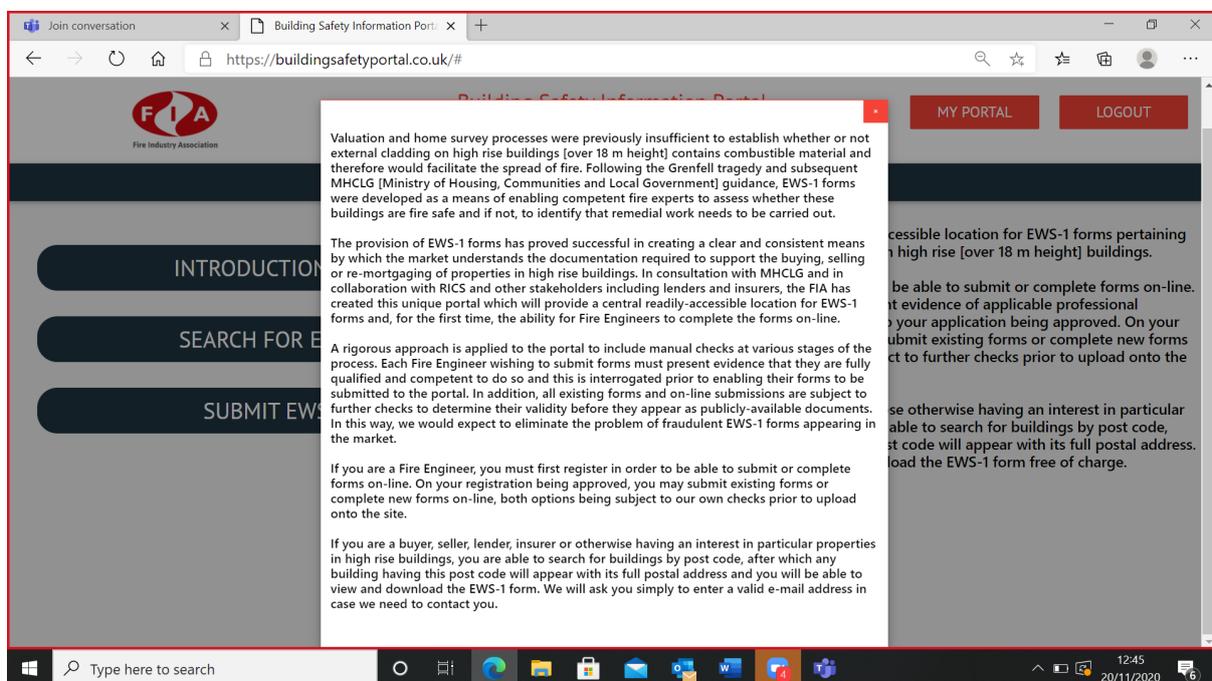


A Brief Guide to using the Building Safety Information Portal for EWS-1 Forms

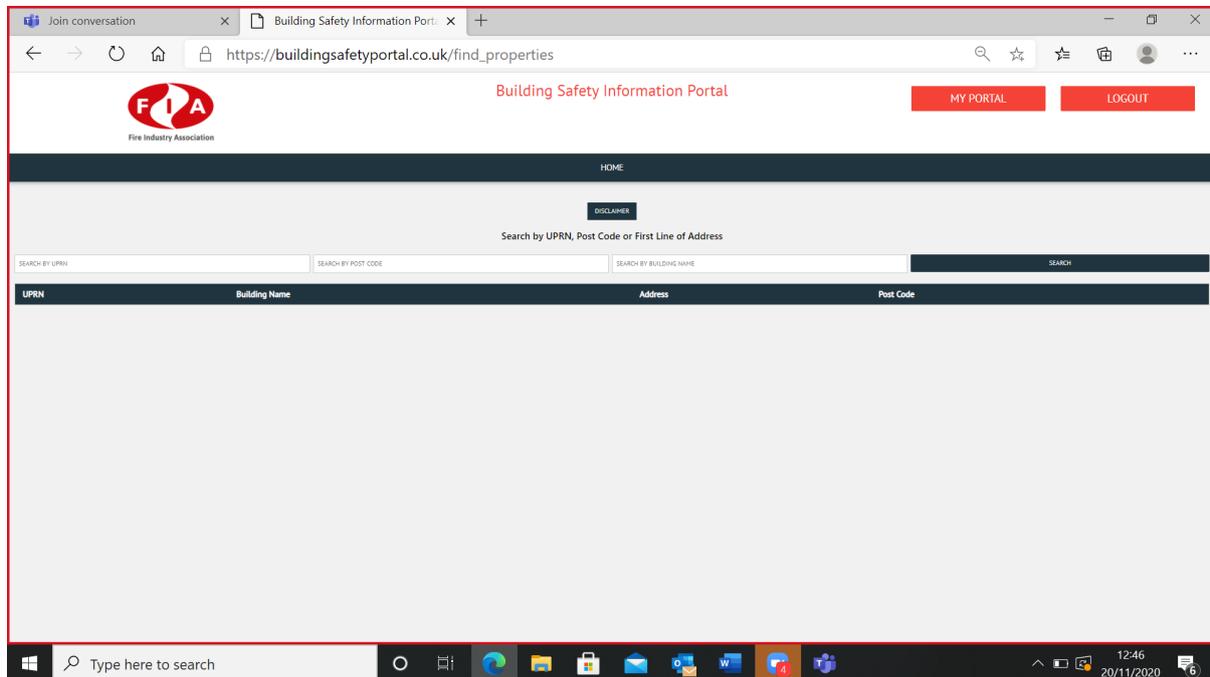
The home page of the site enables you to read an introduction to the site, search for EWS-1 forms or submit EWS-1 forms.



Calling up the Introduction gives you this box.

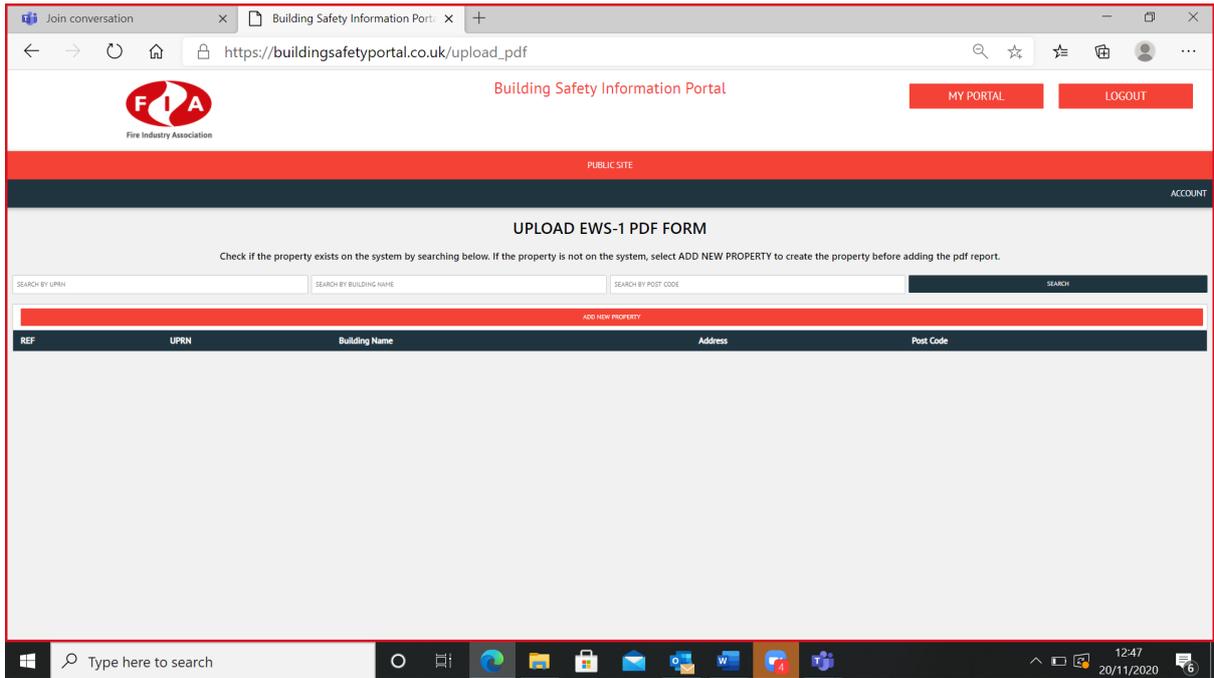


If you wish to search for an EWS-1 form, you can do so by UPRN, Post Code or the name of the building. Any forms that are currently held are displayed with flat numbers and their full postal address. You will be asked to provide a valid e-mail address. If you wish to receive a copy of the form, we will send a link to the e-mail address you have provided.

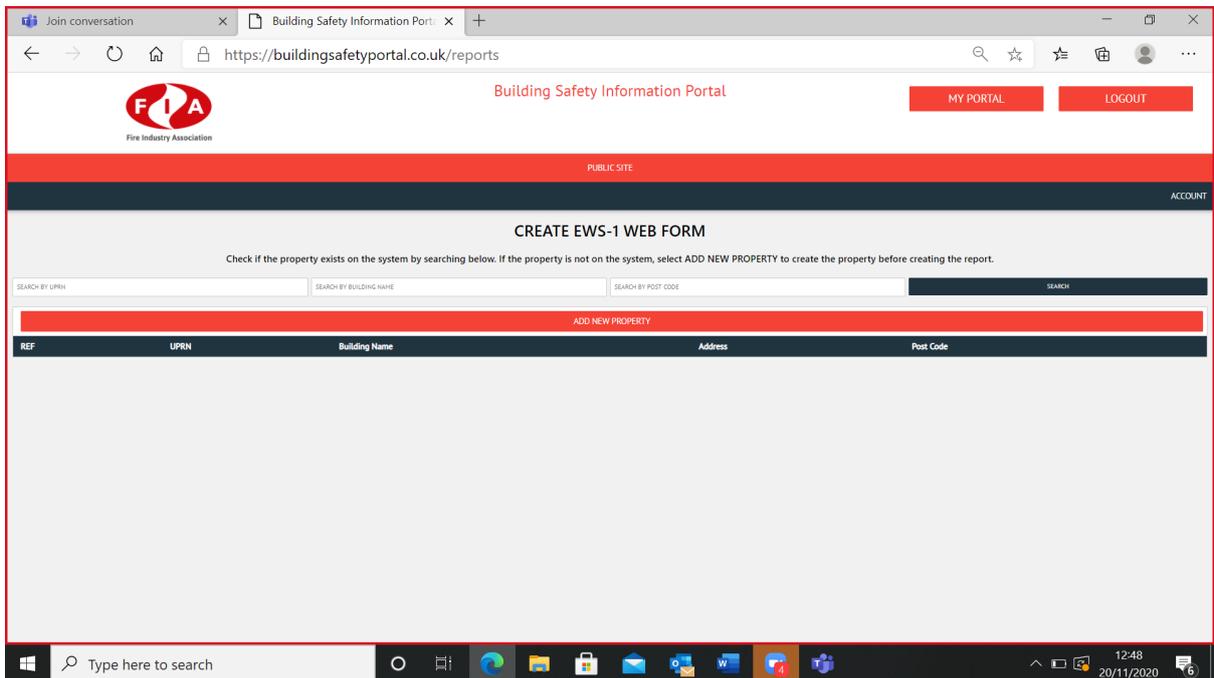


Signatories to EWS-1 forms must first register with us and this will require you to provide a number of personal and company details as well as an e-signature. You will also be asked to provide evidence of professional memberships [those accepted are listed on the site] and relevant qualifications. On payment of £200 + VAT we will process your application and, if successful, provide log in details for you to register on the Portal. Thereafter, there is an annual fee of £25 + VAT to cover our checks and maintain your registration.

Once your registration is complete, signatories to EWS-1 forms can submit pdf forms which are subject to review by the FIA before they will appear on the Portal. These cost £150 + VAT for each form submitted.



Similarly, signatories can create an EWS-1 form on-line which is again subject to review before they appear on the Portal. These cost £100 + VAT for each form completed.



Hopefully, both those searching for EWS-1 forms and signatories registering and submitting forms will find the Portal intuitive as you move through these processes.