



Department for Levelling Up,
Housing & Communities

Waking Watch Replacement Fund Full Fund Application Guidance January 2022

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Introducing the Waking Watch Replacement Fund

1. The Waking Watch Replacement Fund is a new £27 million fund to install alarms and replace costly Waking Watch measures in all buildings in England where a Waking Watch is currently in place at cost to leaseholders.
2. Following the Grenfell Tower fire, buildings with an increased fire safety risk may no longer be able to support a 'Stay Put' fire safety strategy. As a result, a sector led group convened by the National Fire Chiefs Council (NFCC) issued guidance to support a change to a simultaneous evacuation strategy by putting in place interim measures, such as a Waking Watch or a common fire alarm. The guidance (The Simultaneous Evacuation guidance) was updated in October 2020 and is available on the NFCC website <https://www.nationalfirechiefs.org.uk/Simultaneous-evacuation-guidance>.
3. Under the Regulatory Reform (Fire Safety) Order 2005 (The Fire Safety Order) the Responsible Person is the person, group, company, or other entity that is responsible for ensuring the safety of occupants in their building from fire risks and identifying suitable mitigating measures where they are needed. The Simultaneous Evacuation guidance was produced and updated to help the Responsible Person adapt their building's fire safety strategy once it is established that interim measures are needed. The guidance is clear that a common fire alarm is preferable to Waking Watch on the grounds of both safety and cost efficiency.
4. In December 2020, the government announced the £30m Waking Watch Relief Fund (WWRF). This fund was focused on high-rise residential buildings (above 17.7m) with unsafe cladding. The fund aimed to protect leaseholders from costly Waking Watch measures by funding the installation of a common fire alarm system in line with the Simultaneous Evacuation Guidance. This fund was extended in September 2021 to cover demand, with an additional £5m and closed on the 10th of December 2021.
5. Current data shows that 323 buildings have been approved for funding under the current Waking Watch Relief Fund covering approximately 24,800 leasehold dwellings. We estimate the fund is saving leaseholders £163 per month per dwelling (*Data taken from December 2021 data release <https://www.gov.uk/government/publications/building-safety-programme-monthly-data-release-december-2021>*). The Secretary of State is clear that, notwithstanding the Government's financial intervention, Waking Watch remains in place in too many buildings and for too long with costs passed to leaseholders. Protecting leaseholders from high costs and ending the misuse of Waking Watch measures are a priority. Waking Watch should only be used in the most exceptional circumstances and, where it is used, it should be in place for the shortest period possible while an alarm is installed. The new £27m funding builds on the progress made by the initial Waking Watch Relief Fund and is a part of the Secretary of State's approach to building safety which was set out in his statement to Parliament on 10 January 2022. The additional funding will protect more leaseholders in a wider range of buildings from Waking Watch costs and will support work to end the unnecessary use of Waking Watch.
6. This guidance is designed to help applicants make an application to the fund when it opens at 00.01 Thursday 27 January 2022 (Closes at 23:59 Monday 28 March 2022). Further

information on the application period and how and where to apply is provided from paragraph 21 onwards.

How much money is available?

7. The £27m fund will cover the reasonable costs for the installation of a common alarm system in eligible buildings. A completed application must be received for a building that meets the eligibility criteria along with all the required evidence with the installation ready to proceed. The intention is to allocate funds to eligible buildings on a first come first served basis until the whole of the £27m fund is exhausted or the application period closes.
8. The Secretary of State expects the funding to deliver value for money in respect of the installation of alarms. Although each building is different and this will impact on the requirements and the cost of an alarm system, installation costs that are above a £1500 per dwelling threshold will require additional scrutiny and may require additional evidence from the applicant to show whether the costs are necessary and reasonable. Applicants should consider the cost per dwelling prior to applying to the fund. Where the total costs applied for are more than £1500 per dwelling, they should consider what evidence may be required to support the claim being made and provide it with their initial application – for example on grounds of a building's complexity.

Key Principles underpinning the fund

9. There are a set of key principles underpinning the Waking Watch Replacement Fund which all applicants should make themselves aware of. These are set out below:
 - Interim measures such as Waking Watch and alarms are a short-term option that mitigate an immediate risk. Receipt of this funding and the installation of an alarm is not an alternative to addressing the risk or risks that have required the change in fire safety strategy.
 - The fund is for the benefit of leaseholders facing high costs for interim safety measures by providing financial support and delivering a more sustainable interim fire safety system in their buildings pending remediation or mitigation work. Non-residential buildings (hotels and student buildings) and residential buildings that do not have leaseholders or where leaseholders are either not liable or have not borne the costs of Waking Watch are excluded from the fund.
 - When funding is agreed an alarm system should be installed as quickly as possible to reduce or remove the need for a Waking Watch.
 - The responsibility for fire safety of a building always remains with the Responsible Person under the duties conferred on them by the Fire Safety Order. The provision of funding does not mean that DLUHC or any other party assumes the responsibility for the fire safety of any building where an alarm is fitted.

Eligibility criteria and scope of the Waking Watch Replacement Fund

10. Funding is available for the reasonable costs to support the installation of an alarm system in eligible buildings.

- To be eligible:
 - (1) The building must be located in England.
 - (2) The building must be a residential building.
 - (3) The building must have a Waking Watch in place which has been identified and agreed by either a Competent person (as described in part 2 of the Simultaneous Evacuation guidance) or via Fire and Rescue Service or Local Authority intervention to support a move to a simultaneous evacuation fire safety strategy, and where, as a result of the lease agreement, Waking Watch costs are being passed on to leaseholders.
 - (4) The installation of an alarm in the building must reduce or remove the need for Waking Watch.
 - (5) The proposed alarm must meet the required standard (see paragraph 12 for the alarm specification).
 - (6) The costs must be reasonable. This will require the provision of 3 quotes from different alarm installation companies

- Registered Providers of social housing can claim for a proportion of alarm costs that would otherwise be charged to leaseholders. We expect that most Registered Providers will have taken responsibility for the installation of a common alarm system or other interim measures without recourse to charging leaseholders. Where a Registered Provider wishes to make an application to this fund to claim a proportion of the costs of installing an alarm the following applies.
 - (1) The Registered Provider of Social Housing must provide evidence that Waking Watch costs have been charged to leaseholders and that the costs of installing an alarm will be charged to leaseholders on a proportionate basis if not covered by this fund.

11. The following evidence or information will be needed to support an application:

All buildings

- Evidence that an application meets the eligibility criteria set out in paragraph 10.

Evidence that the applicant is the Responsible Person for the building and/or has the authority to carry out the works (for example they have an existing obligation for the management of the building and manage the fire safety on behalf of the Responsible Person).

Evidence that a Waking Watch is (or was) in place may include an enforcement notice from the Fire and Rescue Service or Local Authority, correspondence from the Fire and Rescue Service or Competent Person, formal correspondence with leaseholders or a Fire Risk Assessment supported by formal correspondence that shows that recommendations have been acted upon.

Evidence that Waking Watch costs are (or were) being passed on to leaseholders may include formal correspondence with leaseholders or accounts showing that costs have been charged directly to leaseholders. A lease agreement on its own or a general policy statement is not sufficient evidence to show that Waking Watch costs are being (or have been) passed on to leaseholders although may be used to support other evidence.

Provision of at least three alarm quotes which reference the specification of the alarm.

Information on the impact of alarm installation – in particular, whether installation will remove or reduce the need for Waking Watch. This could be part of a Fire Risk Assessment or information/advice provided by the Competent Person or Fire and Rescue Service. Where possible, information on whether evacuation management personnel will still be required, and why, should also be provided.

Post installation

- Evidence that the alarm has been fitted to the appropriate specification. This will normally be in the form of a commissioning certificate or other evidence certifying that the installation has completed to the appropriate specification and the date of completion.

What costs are covered by the fund?

12. The fund will cover the reasonable upfront capital costs of the alarm and alarm installation. These costs may include VAT where it is irrecoverable. The common fire alarm system should be designed in accordance with the recommendations of BS 5839-1 for a Category L5 system, in order to satisfy the specific fire safety objectives for the building based on the risks present. Any fire detection and fire alarm system should be designed, installed, and commissioned by an appropriately qualified, third-party accredited competent person/s. This alarm system is in accordance with the standards referred to in the Simultaneous Evacuation guidance (*Refer to link in paragraph 2*).
13. The fund may cover the reasonable costs of an alarm that is capable of being upgraded to the BS 8629 specification. The Simultaneous Evacuation guidance advises that consideration should be given to installing an alarm specified to allow upgrade to a BS 8629 Emergency Evacuation Alert System once remediation or mitigation work is completed. This is because when the building reverts to a 'Stay Put' evacuation strategy when remediation or other work is complete, a normal common alarm system may have to be removed as it is not compatible with a 'Stay Put' strategy. Where it is the desired long-term outcome for the system to be converted, the responsible person should discuss this future conversion with a competent fire alarm engineer prior to the initial installation of the common fire alarm system. It will be necessary to 'over-engineer' aspects of the

installation in order to achieve the new build standard for an evacuation alert system for use by the Fire and Rescue Service or as a means of giving a remote warning of a fire in a flat. The reasonable costs of installing these alarms may be covered by the fund. In considering the specification the Responsible Person should take relevant technical advice. The full definition can be found in the Simultaneous Evacuation Guidance (*Refer to link in paragraph 2*).

14. Costs should be reasonable, where the Secretary of State and/or an authority delivering the fund makes a decision that costs are unreasonable or unnecessary full funding may not be provided.
15. The fund **will not** cover the following activities (this list is not exhaustive):
 - Project Management, Management, or administrative fees. The fund will cover the costs of installing a common alarm system only.
 - The costs of Waking Watch.
 - The costs of the maintenance or repair of the fire alarm while it is in place, removal costs where this may be incurred, or conversion costs if it is to be configured into an evacuation alert system later. However as mentioned in paragraph 13 applicants can consider installing a BS 8629 system as part of their application.
 - The costs of residual fire wardens or evacuation management personnel where they are deemed necessary even where an alarm has been installed.
 - Costs that are unreasonable.

Will retrospective costs be considered?

16. The fund will cover the cost of alarms where installation work commenced on or after 10 January 2022. Installation means the date that work started to install the alarm in the building.

Who is responsible for applying for the fund?

17. Applications to the fund will be accepted from the Responsible Person for a building or entity nominated by them to apply on their behalf. The fund assumes that a Waking Watch is already in place and much of the relevant assessments will already have been made and responsibilities – including where costs lie - will be well established. The Responsible Person or any entity nominated on their behalf should already have the information they need to assess their eligibility and the evidence needed to progress their application.
18. We expect the Responsible Person to keep leaseholders informed of their application and progress. Leaseholders should be informed that an application has been made, of the outcome of that application and, where funding is granted, the timescales for installation.
19. We encourage the Responsible Person to speak to their local Fire and Rescue Service about the implications of installing a common alarm in their building and to keep leaseholders informed of their intentions.

Section 20 of the Landlord and Tenant Act 1985

20. The fund will cover all reasonable capital costs for the installation of a common alarm system. The assumption is that a s20 consultation is not required in respect of costs as leaseholders will not have to make a financial contribution. If costs are not deemed to be reasonable, full costs may not be provided and the Responsible Person will have to consider how any shortfall is covered.

Fund delivery and how to apply

21. The aim is to start providing funding for the installation of alarms as quickly as possible. We encourage the Responsible Person or those nominated to apply on their behalf and who meet the basic eligibility criteria not to delay and to start considering what information they are likely to need to make an application.

22. In recognition of the important role that local areas play in building safety and following the successful delivery of the Waking Watch Relief Fund, the Secretary of State has asked some local areas and regions to take direct responsibility for the delivery of this fund to buildings in their area. Part of the delivery of the new fund will, therefore, be undertaken at a local or regional level with the remainder delivered centrally by DLUHC. The fund will be administered by the following authorities/regions to private sector buildings located in their area: Birmingham, Greater Manchester Combined Authority, Leeds, Liverpool & Sheffield. Private sector buildings in all other areas and all social sector buildings will be administered by DLUHC.

23. All applicants should apply using the same application form, whether it is a private or social sector building and regardless of where the building is located. The application form link is provided on the gov.uk website (<https://forms.office.com/r/Y4XhSFAGKB>) and once completed the appropriate form will be redirected to the relevant local authority or DLUHC automatically. An applicant will not need to send an application form outside of this process unless specifically requested to do so by the administering authority. Once the application form has been completed you will be sent a link and a specific unique code where you can upload your relevant documents to be assessed.

24. If your building is in the private sector and located in any of the local authorities or regions set out in the table below and you have any application enquiries about the fund, they should be sent to the following email addresses:

Delivery Authority	Contact email address for applications
Birmingham Local Authority	WWRFapplications@acivicogroup.co.uk
Greater Manchester Combined Authority <i>(Covering buildings in the following LAs: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan)</i>	wwrf@greatermanchester-ca.gov.uk
Leeds Local Authority	WWRFapplications@leeds.gov.uk

Liverpool Local Authority	wakingwatchfund@liverpool.gov.uk
Sheffield Local Authority	wakingwatchfund@sheffield.gov.uk

25. Private sector buildings in all other areas and all social sector buildings will be administered by DLUHC. Any application enquiries should be directed to the following email address:

Delivery Authority	Contact email address for applications
DLUHC: Private sector buildings in all other areas and all social sector buildings	WWRFApplications@communities.gov.uk

26. The fund will open for all buildings at 00:01 Thursday 27 January 2022 and will close at 23:59 Monday 28 March 2022. Applications received after Monday 23:59 28 March 2022 will not be considered for funding.

27. If your building has already successfully applied to the Waking Watch Relief Fund as part of the initial tranche of funding and is currently in the process of being awarded funding or has already been awarded funding this guidance does not apply. Where necessary, those applicants should continue to work with the authority that is administering your application.

On site progress tracking and draw down of funds

28. Once a decision has been made that a building is eligible for the fund a grant funding agreement must be signed before funding is made available. The grant funding agreement will set out the basic criteria on which funding is being provided and other requirements necessary to ensure that funding is being used in a timely and appropriate way. The funding will usually be made available in two installments. A proportion of funding, usually 50%, will be made available up front with the balance to be paid on completion of the work once evidence has been provided that the alarm has been installed satisfactorily and in accordance with the correct specification. Where an alarm has already been installed and is eligible full funding will be provided in one installment.

29. Where funding has been provided work should be carried out at as quickly as possible. We expect installation to be complete within six months of receipt of funding, if not before. The government will not be assuming procurement responsibilities or providing a list of approved contractors. This remains the responsibility of the Responsible Person or entity working on their behalf.

General enquires

30. General enquiries about the Waking Watch Replacement Fund should be sent to the following email address.

WWRFenquiries@communities.gov.uk