

1. Purpose and Scope

BS4 Approvers Ltd is committed to maintaining the highest standards of integrity, independence, and impartiality in its role as a Registered Building Control Approver (RBCA). This policy ensures that all building control functions are performed without bias, and that potential, perceived, or actual conflicts of interest are identified, recorded, and managed.

This policy applies to all directors, employees, and contracted Registered Building Inspectors (RBIs) working on behalf of BS4 Approvers Ltd.

2. Definition of a Conflict of Interest

A conflict of interest arises when the professional, financial, or personal interests of BS4 Approvers Ltd or its employees/contractors could, or could be perceived to, influence their ability to act impartially in the assessment or inspection of building work.

Conflicts include, but are not limited to:

- Professional/Financial Interest: Having a direct or indirect financial interest in the design, construction, or maintenance of building work being inspected.
- Personal Relationships: Close family or personal relationships with the applicant, agent, developer, or contractor involved in the project.
- Previous Involvement: Having previously provided design or consulting services for the project for which approval is sought.
- Dual Roles: Holding positions that conflict with the independent role of an RBCA (e.g., acting as a local authority official while working for an RBCA in the same area).
- Pressure/Bias: Situations where financial, political, or personal pressure might influence professional judgement.

3. Requirements for Independence (Regulation 3)

In accordance with the Building (Registered Building Control Approvers etc.) Regulations, BS4 Approvers Ltd and its employees must have no professional or financial interest in the work they supervise.

- No Dual Roles: BS4 Approvers will not work on a project where Building Safety 4 Ltd are appointed to give Building Regulations advice. When a fee quote comes in, a search will be done to see if Building Safety 4 Ltd have been appointed in an advisor role in relation to Building Regulations and if so, the client will be notified of a conflict of interest and that a quote won't be provided.
- Declaration of Interest: All personnel must sign a declaration of interest upon employment and on an annual basis.

4. Identification, Management, and Resolution

BS4 Approvers Ltd will take steps to identify, record, and manage conflicts of interest at the following stages:

- 1. Prior to engagement:** During the initial client enquiry and review of the Initial Notice.
- 2. During project work:** If a conflict arises during the inspection phase.

Procedures:

- **Disclosure:** Any potential, perceived, or actual conflict of interest must be disclosed immediately to the Director.
- **Documentation:** All disclosures must be recorded in the Conflicts of Interest Register, detailing the nature of the conflict and the proposed mitigation.
- **Resolution:** Where a conflict is identified, it must be resolved or removed. If the conflict is unresolvable (e.g., the RBCA has a financial interest in the project), BS4 Approvers Ltd must cease to act.
- **Notification:** Where an unresolvable conflict is identified, BS4 Approvers Ltd will notify the applicant or agent and immediately cease to act.

5. Training and Compliance

- **Staff Training:** All employees and contractors will receive training on this policy and their obligations to remain impartial.
- **Record Retention:** Records of conflicts, declarations, and actions taken will be retained for at least 15 years.
- **Breach of Policy:** Deliberate concealment of a conflict of interest or failure to comply with this policy may result in disciplinary action, including termination of employment or contract.

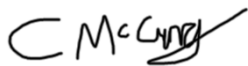
6. Public Accessibility

This policy is published and publicly accessible on the BS4 Approvers Ltd website, ensuring transparency for all clients and stakeholders.

Contact Information

For questions or further clarification regarding this Policy, please contact:

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Ciaran McGing
Director
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