

# ASTOCDEA4

## Produce compliance submissions and Energy Performance Certificates



### Overview

This Unit covers the production and issue of submissions for compliance with those aspects of Building Regulations energy performance requirements that are relevant to new dwellings, and the production and issue of Building Regulation statements, and Energy Performance Certificates (EPCs). The EPC will detail the overall performance ratings for the new dwelling, and recommended measures to improve the energy performance of the dwelling.

Element 4.1 requires that you prepare submissions for clients (i.e. builders and developers) and Building Control Bodies showing that new dwellings comply with Building Regulations energy performance requirements. You must compare all aspects of energy performance of the proposed design with the Building Regulations energy performance requirements, taking account of the need to comply with other Building Regulations requirements, and be able to discuss with clients how they can alter specifications in order to meet or exceed these requirements.

Element 4.2 requires that you collate all the information you have obtained on the new dwelling, and use approved software to determine Target Emission Rates (TERs), Dwelling Emission Rates (DERs) and energy performance ratings. You are expected to generate appropriate recommendations for measures that the new owners can take to further improve the energy performance of the new dwelling.

Element 4.3 requires that you issue Building Regulation statements\* and Energy Performance Certificates. You must use the approved software and your Accreditation Body's systems to enter EPCs on the national register, give the PEA/statement\*/EPC to the client, and respond appropriately to any requests for clarification of their contents. You must also maintain your own internal records in accordance with good practice and statutory requirements.

Element 4.1 Prepare and issue submissions for compliance with buildings regulations

Element 4.2 Produce Building Regulation statements\* and Energy Performance Certificates

Element 4.3 Issue Building Regulation statements\* and Energy Performance Certificates and explain their contents

\* Note that, in England and Wales, this relates to Regulation 17c statements. In Scotland and Northern Ireland, this relates to any equivalent statements.

# ASTOCDEA4

## Produce compliance submissions and Energy Performance Certificates

---

### Performance criteria

#### Prepare and issue submissions for compliance with buildings regulations

*You must be able to:*

- P1 assemble and collate information from your assessment of the energy performance of new dwellings
- P2 compare all aspects of energy performance of the proposed design with the requirements of relevant Building Regulations/standards
- P3 advise your client, on request, on whether the design will comply, how it might be improved and at what cost
- P4 prepare a complete and accurate submission at physical completion for 'as built' compliance with the Building Regulations
- P5 state where assumptions permitted for new dwellings in the SAP have been made in design calculations

#### Produce Building Regulation statements and Energy Performance Certificates

*You must be able to:*

- P6 assemble and collate information from your assessment and from other relevant and reliable sources
- P7 use approved software correctly to determine energy performance ratings
- P8 sift the software recommendations to identify measures that owners/occupiers could take to improve the energy performance of new dwellings
- P9 prepare Building Regulation statements and **Energy Performance Certificates** in compliance with the regulations

#### Issue Building Regulation statements and Energy Performance Certificates and explain their contents

*You must be able to:*

- P10 submit **Energy Performance Certificates** for entry on the national register
- P11 give the client the completed Building Regulation statement or **Energy Performance Certificate**
- P12 explain the contents of the Building Regulation statement or **Energy Performance Certificate**, and their implications, clearly to the client
- P13 respond to queries about the Building Regulation statement or **Energy Performance Certificate** and provide clarification of the contents when required

# ASTOCDEA4

## Produce compliance submissions and Energy Performance Certificates

---

### Knowledge and understanding

### Prepare and issue submissions for compliance with buildings regulations

*You need to know and understand:*

- K1 the different stages involved in assessing the energy performance of new dwellings i.e. the design assessment and the 'as built' assessment
- K2 how to compare all aspects of energy performance of the proposed design with the requirements of relevant Building Regulations
- K3 how to identify options for improving the design specification in order to meet the requirements of relevant buildings regulations
- K4 the interaction between improvement options and the importance of assessing each individually when identifying the most effective overall design specification
- K5 the prescribed content of a Building Regulations submission
- K6 any special requirements of the Building Control Body regarding submission of compliance information
- K7 the data and information about the energy performance of new dwellings that must be included within a Building Regulations submission

### Produce Building Regulation statements and Energy Performance Certificates

*You need to know and understand:*

- K8 the different stages at which an assessment can be produced
- K9 the features of a new dwelling that contribute to energy efficiency, a high energy rating, low carbon dioxide emissions; their approximate relative contributions
- K10 the ways in which the energy performance of a new dwelling can be improved by owners or occupiers
- K11 the prescribed content of a Building Regulation statement and Energy Performance Certificate, and the conventions in place regarding layout
- K12 the range of recommendations for ways in which owners or occupiers can improve the energy performance of dwellings that may be included with an Energy Performance Certificate
- K13 the approved software used to produce Building Regulation statements and Energy Performance Certificates and how to use it correctly
- K14 the principles underpinning the approved software used to calculate energy ratings
- K15 how to input data using the approved software, and check that it has been input correctly
- K16 how to make further investigations where outcomes are inconsistent with expected results, and how to identify and remedy the causes of these inconsistencies
- K17 the importance of using plain language, and appropriate terms where free text is allowed

# ASTOCDEA4

## Produce compliance submissions and Energy Performance Certificates

---

- K18 the importance of checking the Energy Performance Certificate to ensure it is clear and complete, and that it includes the correct property reference number and postal address

### **Issue Building Regulation statements and Energy Performance Certificates and explain their contents**

*You need to know and understand:*

- K19 the prescribed technology for producing Energy Performance Certificates
- K20 how to interpret the contents of the Building Regulation statement or Energy Performance Certificate to clients
- K21 how to explain the ratings, reference values, recommendations and their implications clearly to the client
- K22 how to explain the clients the extent and context of the recommendations to owners/occupiers on performance improvement measures
- K23 how to respond to queries from owners or occupiers regarding the Building Regulation statement or Energy Performance Certificate and provide clarification of the contents
- K24 the limitations on answers to queries which it is appropriate to provide to the client and to owner/occupiers
- K25 the sources of further information and advice to which people could be referred

# ASTOCDEA4

## Produce compliance submissions and Energy Performance Certificates

---

### Additional Information

#### Scope/range

**Prepare and issue submissions for compliance with buildings regulations**

**1 Energy Performance Certificate:**

1.1 certificate

1.2 recommendations report

**Issue Building Regulation statements and Energy Performance Certificates and explain their contents**

**2 Energy Performance Certificates:**

2.1 certificate

2.2 recommendations report

# ASTOCDEA4

## Produce compliance submissions and Energy Performance Certificates

---

**Developed by** Asset Skills

**Version number** 1

**Date approved** February 2009

**Indicative review date** February 2011

**Validity** Current

**Status** Original

**Originating organisation** Asset Skills

**Original URN** OCDEA4

**Relevant occupations** Professional Occupations; Construction, planning and the built env; Building and construction; Architects, Town Planners and Surveyors

**Suite** On Construction Domestic Energy Assessors

**Key words** Compliance, requirements, records, Emission Rates ,