

# Building Control Policy Information Note No 49

**Issued: Mar 2013**

**Issue No 1**

**Author: John Jackson**

**Subject: Completion Certificates 2013**

The Building Regulations etc. (Amendment) Regulations 2012 brought in a new requirement that completion certificates be issued for all work where we are satisfied, after taking all reasonable steps, that following completion of the building work the building complies with the relevant provisions.

The relevant provisions that, where applicable, need to be listed in the completion certificate are:

- [Regulation 25A \(high energy alternative systems for new buildings\)](#)

Currently this Regulation only applies to new buildings occupied by Public Authorities. It will be a relevant provision for all new buildings as of the 9<sup>th</sup> July 2013.

Need notice from the person carrying out the work not later than the beginning of the day before the day on which the work starts, which states that the analysis referred to in paragraph (1) of regulation 25A

- (i) has been undertaken;
- (ii) is documented; and
- (iii) the documentation is available to the authority for verification purposes

- [Regulation 26 \(target CO<sup>2</sup> emission rates for new buildings\)](#)

Verification that where a building is erected, it shall not exceed the target CO<sub>2</sub> emission rate for the building that has been approved pursuant to regulation 25

- [Regulation 29 \(energy performance certificates\)](#)

Need notice from person carrying out the work no later than five days after work has been completed that they have given energy performance certificate to the owner. Notification must include reference number under which it has been registered.

This regulation applies where-

- (a) a building is erected; or
- (b) a building is modified so that it has a greater or fewer number of parts designed or altered for separate use that it previously had,

where the modification includes the provision or extension of any of the fixed services for heating, hot water, air conditioning or mechanical ventilation.

- **Regulation 36 (water efficiency of new dwellings)**

Need notice from person carrying out the work no later than five days after work has been completed, as required under regulation 37, which specifies the potential consumption of wholesome water.

This regulation applies to a dwelling which is –

- (a) erected; or
- (b) formed by a material change of use of a building within the meaning of regulation 5(a) or (b)

- **Regulation 38 (fire safety information)**

Need to be notified that the person carrying out the work has given fire safety information to the responsible person not later than the date of completion of the work, or the date of occupation of the building or extension, whichever is the earlier.

This regulation applies where building work—

- (a) consists of or includes the erection or extension of a relevant building; or
- (b) is carried out in connection with a relevant change of use of a building,

and Part B of Schedule 1 imposes a requirement in relation to the work.

and

- **Schedule 1**

Please note that where notification is required to be sent to the local authority this can be via email or letter and does not need to include any details. For example Regulation 38 does not require the local authority to receive a copy of the fire safety information that has been sent to the responsible person.

### **New Completion Certificate**

A newly worded completion certificate is available in Acolaid which lists all relevant provisions listed above.

It is important for you to be absolutely clear as to what relevant provisions apply to the project and, where they do not apply, to delete the non-relevant provision from the completion certificate.

Further copies of the completion certificate must be printed from the actions screen and **NOT** the document list.

### **Contravention of certain regulations not to be an offence**

Please note that Regulations 25A and 29 are designated as provisions to which Section 35 of the Act (penalty for contravening building regulations) does not apply.