

GUIDANCE LEAFLET

**CHANGES TO THE PROCESS OF PRODUCING ENERGY PERFORMANCE
CERTIFICATES (EPCS) FOR NEW BUILDINGS – FROM 30 JUNE 2013.**

EPC - 11

Introduction

From 30 June 2013, the Scottish EPC register will have the facility to capture EPC data from the assessment of new buildings using both SAP (domestic) and SBEM/DSM (non-domestic).

This follows the introduction of the requirement that all EPCs for new buildings which are the subject of a building warrant submitted on or after 9 January 2013 must be produced from data lodged to the Scottish EPC register.

In transposing Directive 2010/31/EU on the Energy Performance of Buildings, this change in process builds upon the previous requirement for certification by 'independent experts' (Article 17) and is introduced in response to Articles 18 & 27. Production of EPCs by registered assessors ensures that independent control systems for energy performance certificates can be applied within a framework which allows application of penalties for infringements which are effective, proportionate and dissuasive.

EPC production in support of a new building

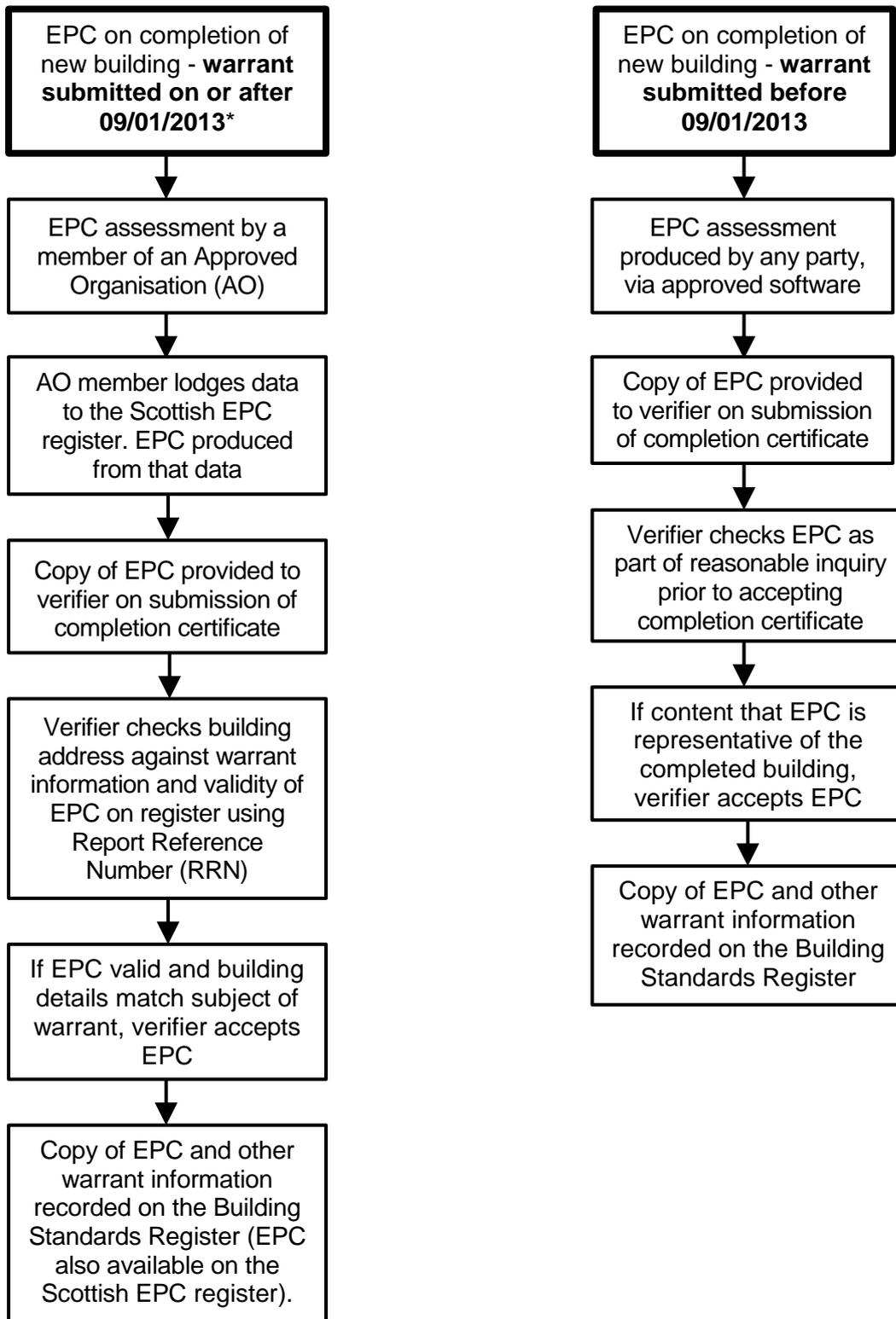
Consequently there are two separate processes for submitting a new build EPC with a completion certificate, dependent upon the date of application for building warrant:

- **Where the warrant was applied for on or after 9 January 2013**, the EPC must be produced from data lodged to the register. This means that the EPC must be produced by a member of an Approved Organisation offering new build EPC assessments. Approved Organisations are listed on the BSD website at: <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/enerperfor/epcorgprg>.
(Note: this process may also be used for pre 9/1/13 building warrants should the applicant wish their EPC data recorded on the Scottish EPC register)
- **Where the warrant was applied for before 9 January 2013**, the EPC may still be produced by any party, via approved SAP or SBEM/DSM software, and is subject to checking by the local authority as part of reasonable inquiry prior to acceptance of a completion certificate.

The process for each of these options is described in the flow chart overleaf. This supplements the general information on completion certificates provided within section 5 of the [BSD Procedural Handbook](#).

Flow chart – process for creation and verification of an Energy Performance Certificate (EPC) for new building

Post-9/1/13 warrant and pre-9/1/13 warrant applications



* This process may also be used voluntarily for pre 9/1/13 warrants

Note that, for both options, it remains a requirement under standard 6.9 that a durable copy of the issued EPC be affixed to the new building.

Frequently Asked Questions

Q. How do I know if an EPC was produced from data lodged to the register?

- A. All EPC assessments lodged to register have a unique Report Reference Number (RRN) in the top right hand corner of the certificate. This is in the format XXXX-XXXX-XXXX-XXXX-XXXX. If your EPC does not have an RRN, it was produced directly from approved software and would not be valid in support of a building warrant applied for on or after 9/1/13.

Q. How do I check validity or retrieve a copy of an EPC from the register?

- A. Where your EPC has a RRN, the validity of an EPC can be checked by visiting www.scottishepcregister.org.uk and clicking on the 'RRN search' option.

Contact Information

Produced by the Building Standards Division of the Scottish Government

Telephone: 01506 600400

E-mail: buildingstandards@scotland.gsi.gov.uk

Further advice and information on implementation of the Energy Performance of Buildings Directive in Scotland is available at: <http://www.scotland.gov.uk/epc>.

Contact information for the building standards department in your area can be found on your local authority website and through Local Authority Building Standards Scotland (LABSS) at www.labss.org.uk.