

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

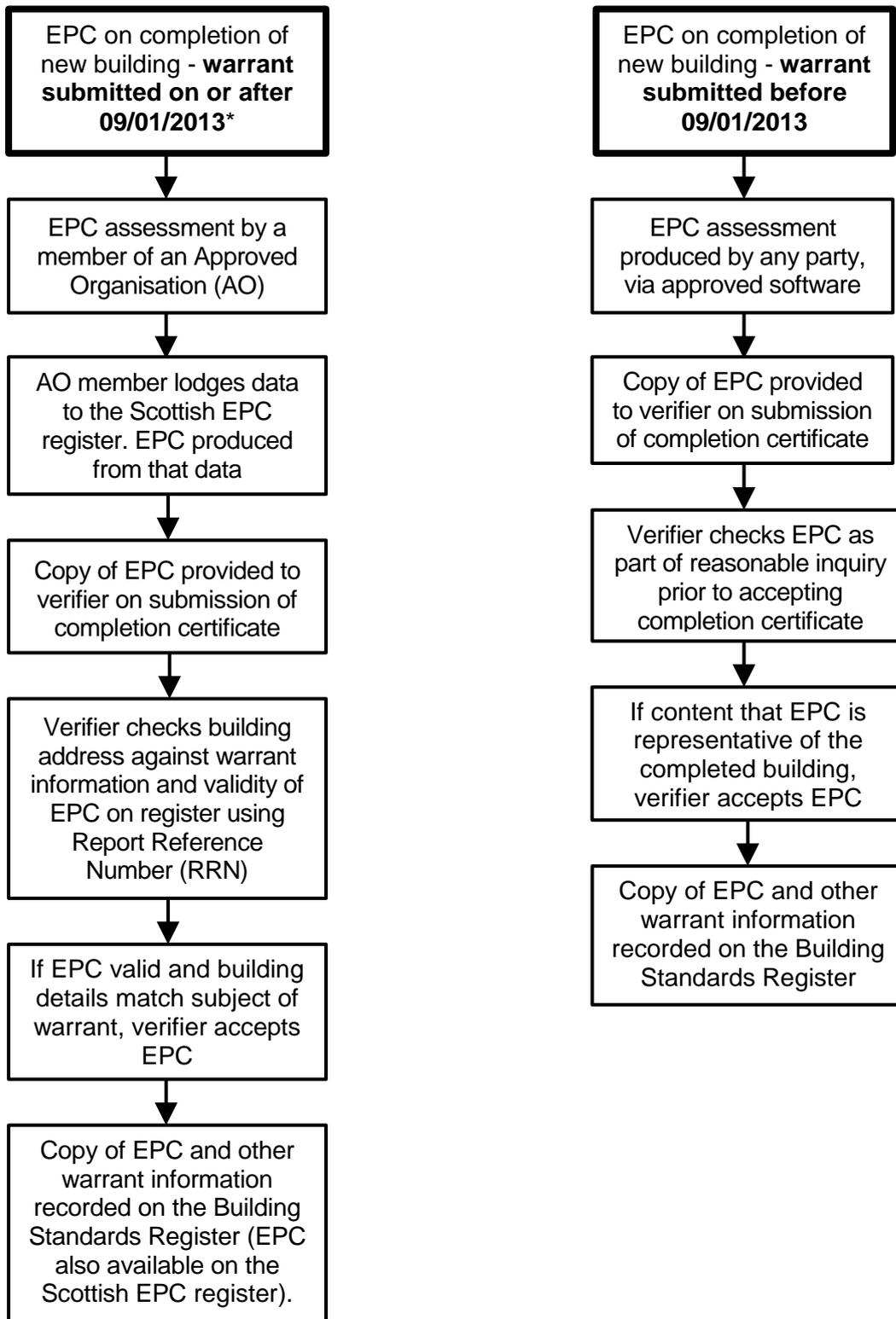
Consequently there are two separate processes for submitting a new build EPC with a completion certificate, dependent upon the date of application for building warrant:

- **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

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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.sabsm.co.uk.