



Guidance Note No. 33

Details which may be required under the Building Regulations before completion of a building

- ❖ On-site Marking/Notices
- ❖ Testing
- ❖ Certification of Completion and/or Commissioning

THE BUILDING REGULATIONS 2000 (AS AMENDED)

The Building Regulations require the building owner, their agent or builder, to provide certification of testing, commissioning/completion and/or on-site marking in order to ensure compliance with those Regulations.

All certification must be provided upon completion of the relevant works or within the timescale stated. All marking should be provided prior to completion.

The list below details the various areas in which testing/certification/markings is required and, where appropriate, this must be submitted directly to the Local Authority Building Control Section. Failure to comply will result in delays and/or enforcement action and may also affect future sales of the property.

PART B - FIRE SAFETY

	Regulation	Item	Details Required	Timescale
A	B1 (1.1-1.32)	Fire Alarm and/or Detection Systems	Design, installation and commissioning certification in accordance with BS5839 Part 1	Prior to completion of works
B	B1 (6.36)	Emergency Lighting	Design, installation and commissioning certification in accordance with BS5266 Part 1	Prior to completion of works
C	B3 (8.1-8.11)	Fire Resistant Coatings/ Surface Treatment	Certification from an appropriate test body showing the product, as applied, meets design criteria	Prior to completion of works
D	B1-5	Sprinkler Systems, Smoke/Heat Control Systems	Design, installation and commissioning certification in accordance with the relevant British Standard or design criteria	Prior to completion of works

PART E – RESISTANCE TO THE PASSAGE OF SOUND

E	Regulation 20A	Pre-completion testing of dwelling or parts of dwelling as nominated by the LABC	Where Regulation E1 imposes a requirement on the building, sound testing should be carried out and the recorded results given to the LABC	Not more than 5 days after completion
F	ODPM Circular 27 September 2004 (Amended 29 October 2004)	Robust detail compliance certificate	A completed compliance certificate which certifies the construction is in accordance with the relevant robust detail sheet(s)	Prior to completion of works

PART F - VENTILATION

G	F1 (2.17)	Mechanical ventilation and air conditioning systems	Test reports and commissioning certification to certify that commissioning and testing has been carried out in accordance with CIBSE commissioning codes and that the system performs in accordance with the specification	Prior to completion of works
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PART G - HYGIENE

H	Regulation 13/14	Unvented hot water system	Unless provided before commencement a statement to show (a) the name, make, model and type of hot water system to be used, (b) the name of the body who has approved or certified the system, (c) the name of the body which has issued a registered operative identity card	Prior to completion of works
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PART H – DRAINAGE & WASTE DISPOSAL

I	H1-a (A.11)	Grey water	All pipework carrying grey water should be clearly marked with the word "grey water" to Water Regulation Advisory Scheme Information Guidance Note 09-02-04	Prior to completion of works
J	H2 (1.25, 1.52, 1.57, 1.68)	Septic tank (and its secondary treatment), other waste water treatment system or cess pool	A notice should be fixed within the building describing the necessary maintenance of the waste water treatment	Prior to completion of works
K	H3 (1.14)	Rainwater recovery systems	All pipework, washouts and valves should be clearly identified on marker plates to Water Regulation Advisory Scheme Information Guidance Note 09-02-05	Prior to completion of works
L	H6 (1.22)	Non-domestic solid waste storage	Solid waste storage areas should be clearly marked and signage provided	Prior to completion of works

PART J- COMBUSTION APPLIANCES AND FUEL STORAGE SYSTEMS

M	J4 (1.56– 1.58)	Notice plates for hearths and flues	Provision of a notice plate indelibly marked and securely fixed in permitted locations detailing location, category, type and installation date of hearth/flue, etc.	Prior to completion of works.
N	J6 (5.12)	Notice plate for oil spillage	An oil storage installation should carry a label in a prominent position giving advice on what to do if an oil spill occurs and the telephone number of the Environment Agency's emergency hotline.	Prior to completion of works
O	J1 – 4 (1.53)	Condition of combustion installation Report	The responsible person for achieving compliance with Part J should draw up a report showing materials and components are appropriate to the intended application and that flues have passed the appropriate tests.	Prior to completion of works

PART L1 – CONSERVATION OF FUEL AND POWER IN DWELLINGS

P	Regulation 16	Energy Rating	The person carrying out the work shall calculate the energy rating of the dwelling using the government's SAP procedure and give notice of that rating to the Local Authority.	Not more than 5 days after completion or where the dwelling is created by new build, 5 days before occupation.
Q	Regulation 16	Energy Rating	The person carrying out the work shall affix in a conspicuous place in the dwelling (say a window near or in the front door) a notice stating the energy rating.	As soon as practicable.
R	L1 (1.49)	Commissioning of heating and hot water systems	The responsible person for compliance in respect of heating and hot water systems should provide certification that commissioning has been successfully carried out.	Prior to completion of works
S	L1 (1.51)	Provision of operating and maintenance instructions.	Suitable sets of operating and maintenance instructions in an accessible format should be provided to each new or altered building.	Not more than 5 days after completion

PART L2 – CONSERVATION OF FUEL AND POWER IN BUILDINGS OTHER THAN DWELLINGS

T	L2 (2.1) (2.5 – 2.7)	Continuity of insulation	The person responsible for achieving compliance should (if suitably qualified) provide a certificate or declaration that the provision meet the requirements of L2 (A) (or obtain a certificate or declaration from a qualified person).	Prior to completion of work
U	L2 (2.2 - 2.7)	Airtightness	For building less than 1000m ² . The person carrying out the work should provide a certificate or declaration stating that appropriate design details and building techniques have been used in way that can be expected to achieve the requirements of L2.	Prior to completion of works.
V	L2 (2.2 – 2.7)	Airtightness	For Buildings more than 1000m ² . The person carrying out the work should provide the results of an air leakage test (in accordance with CIBSE TM 23).	Prior to completion of works.
W	L2 (3.1 – 3.2)	Building Log Book	The owner and/or occupier of the building should be provided with a log book giving details of: - the installed building services plant, and - method of operation and maintenance - other details that collectively enable energy consumption to be monitored/controlled.	Prior to occupation.
X	L2 (3.3 – 3.6)	Metering Strategy	The owner and/or occupier of the building should be provide with sufficient instruction regarding the metering strategy and its use to monitor energy consumption.	Prior to occupation.

PART P – ELECTRICAL SAFETY

Y	P1/P2 (0.8)	Electrical Safety	<p>For works carried out by a competent person (registered with an electrical self certification scheme), the person ordering the work should receive a signed Building Regulation Self-Certification and a duly completed electrical installation certificate to BS7671.</p> <p>Building Control should be provided with a copy of the information on the self certification certificate</p>	<p>On completion of the works.</p> <p>Not more than 30 days after completion of the works</p>
Z	P1/P2 (0.7)	Electrical Safety	<p>For works carried out by a person competent to sign a BS 7671 Electrical Installation Certificate to Building Control.</p> <p>The applicant/installer should provide a copy of an Electrical Installation Certificate to Building Control.</p>	Prior to completion of works.
AA	P1/P2 (0.7)	Electrical Safety	<p>For works carried out by a person not shown in (Y, Z) above.</p> <p>The applicant/installer should provide a copy of an Electrical Installation Certificate to Building Control.</p> <p>Arrangements should be made for a competent electrician to provide certification to BS 7671 (please note: A competent electrician may require to inspect the installation prior to it being covered up).</p>	Prior to completion of works.

Key:

- LABC - Local Authority Building Control
- BS - British Standard
- ODPM - Office of the Deputy Prime Minister
- CIBSE - Chartered Institute of Building Service Engineers



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If you would like to receive this information in another language or in another format, such as large print, Braille or on an audio tape, please contact Administration at either of the offices shown above.

Please note that these guidance notes are for advice only and may not cover all situations. It is your responsibility to ensure that they are appropriate for use in your particular circumstances.