

Documents Required Prior to Issuing Building Control Completion Certificate (for Domestic Work)

Documentation Required

	New Dwelling	Extension	Central Heating Installation/Alterations	Checked Sign & Date
1. Design SAP 2005 Calcs	Yes	Depends on design	No	
2. As Built SAP 2005 Calcs	Yes	Depends on design	No	
3. Air Test (Certification of Result from Approved Tester)	Yes (unless the SAP does not require it)	No	No	
4. Commissioning Certificate for Controlled Services	Yes	Yes if any alterations to services	Yes	
5. Safety Notices for Hearths and Flue (Fixed in Dwelling)	Yes for each hearth/flue	Yes for each new/altered hearth flue	Yes for each new/altered hearth/flue	
6. Evidence of Construction to Standards to Limit Thermal Bridging & Air Leakage	Yes	Yes	No	
7. Energy Rating Notice (Fixed in Dwelling)	Yes	No	No	
8. Operating/Maintenance Instructions for Energy Efficient use of Systems (to be left with Owner)	Yes	Yes if any alterations to services	Yes	

- 1, 2) The SAP calculations must demonstrate that the Dwelling carbon dioxide Emission Rating (DER) does not exceed the Target carbon dioxide Emission Rating (TER).
- 3) The air leakage should be the same as in the as built SAP.
- 4) The heating and hot water system(s) shall be commissioned in accordance with the procedure given in the DCLG publication "Domestic Appliance Compliance Guide".
- 5) To satisfy the requirements of Regulation L5 a durable notice shall be provided to convey: ~
 - (a) the location of the hearth, fireplace (or flue box) or the location of the beginning of the flue;
 - (b) the type(s) of combustion appliances that can be safely accommodated;
 - (c) the type and size of the flue (or its liner if it has been relined) and the manufacturer's name;
 - (d) who installed the hearth, fireplace, flue or chimney and the date of installation.
 Notice plates shall be robust, indelibly marked and securely fixed in an unobtrusive but obvious position within the building such as: ~
 - (a) next to the electricity consumer unit; or (b) next to the chimney or hearth described.
- 6) The builder shall demonstrate that an appropriate system of site inspection is in place to ensure that the construction standards achieve the required level of consistency. Where the accredited design details approach is adopted, a report shall be provided showing that the construction checklists given in the DCLG publication "Accredited construction details for Park L*" have been completed and show satisfactory results and a copy shall be forwarded to the District Council. Alternatively the person responsible for ensuring the quality of work on the site may provide a notice certifying that an appropriate system of site inspection is in place to ensure that the construction standards achieve the required level of consistency.
- 7) An energy rating, calculated using the same SAP software used to calculate the TER and DER, notice shall be fixed in the dwelling. A suitable location would be on the meter cupboard door.
- 8) The building owner shall be given sufficient information, including operational and maintenance instructions, to enable the dwelling to be operated and maintained in an energy efficient manner. The instructions shall be directly related to the specific system(s) installed in the dwelling and shall be readily understandable by the occupier. These shall include: ~
 - (a) how to make adjustments to the timing and temperature control settings; and
 - (b) what routine maintenance is necessary to enable the systems to be maintained at a reasonable efficiency throughout their service life.

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Further information can be obtained from your Building Control Officer. All views expressed in this document are those of the Council and do not necessarily reflect those of the Department of Finance and Personnel or any other Local Authority. In the event of any dispute arising, reference should be made to the relevant Statutory Document, which contain a full statement of the Law.