

<b>Building Control Guidance Note</b>	Subject	<b>Competent Person schemes and exemption of minor works.</b>						<b>26</b>
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## SELF CERTIFICATION SCHEMES.

The 'Governments Self Certification' schemes to allow members of such schemes to carry out work without having to submit a Building Regulation application. Listed below is the scheme bodies and the works permitted to be carried out:

The Schedule below indicates works where no notification / application is necessary – **this updated version comes into force 9<sup>th</sup> January 2013.**

If you fail to comply with the schedules below, then you must submit a Building Regulation application.

<i>Type of work.</i>		<i>Person carrying out work.</i>
1.	<b>Installation of a heat-producing gas appliance.</b> <b>(This paragraph does not apply to the provision of a masonry chimney.)</b>	A person, or an employee of a person, who is a member of a class of persons approved in accordance with regulation 3 of the Gas Safety (Installation and Use) Regs 1998.
2.	<b>Installation of heating or hot water system connected to a heat-producing gas appliance, or associated controls.</b>	A person registered by Ascertiva Group Ltd, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), Capita Gas Registration and Ancillary Services Limited, CORGI Services Limited, ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, or Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.
3.	<b>Installation of —</b> <b>(a) an oil-fired combustion appliance; or</b> <b>(b) oil storage tanks and the pipes connecting them to combustion appliances.</b> <b>(This paragraph does not apply to the provision of a masonry chimney.)</b>	A person registered by Ascertiva Group Ltd, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited, <b>Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales)</b> in respect of that type of work.
4.	<b>Installation of a solid fuel burning combustion appliance.</b> <b>(This paragraph does not apply to the provision of a masonry chimney.)</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited (other than in respect of work carried out in England or in relation to excepted energy buildings in Wales), Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, HETAS Limited or NAPIT Registration Limited in respect of that type of work.
5.	<b>Installation of a heating or hot water system connected to an oil fired combustion appliance or its associated controls.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.

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6.	<b>Installation of a heating or hot water system connected to a solid fuel burning combustion appliance or its associated controls.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited (other than in respect of work carried out in England or in relation to excepted energy buildings in Wales), Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.							
7.	<b>Installation of a heating or hot water system connected to an electric heat source or its associated controls.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited; Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.							
8.	<b>Installation of a mechanical ventilation or air conditioning system, or associated controls, which does not involve work on a system shared with parts of the building occupied separately, in a building other than a dwelling.</b>	A person registered by Ascertiva Group Limited, Benchmark Certification Limited (other than in respect of work carried out in England or in relation to excepted energy buildings in Wales) or Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), <b>ECA Certification Limited, NAPIT Registration Limited (in respect of work carried out in England and excepted energy buildings in Wales) or Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales);</b> in respect of that type of work.							
9.	<b>Installation of an air conditioning or ventilation system in an existing dwelling, which does not involve work on systems shared with other dwellings.</b>	A person registered by Ascertiva Group Limited, Benchmark Certification Limited (other than in respect of work carried out in England or in relation to excepted energy buildings in Wales). , Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), <b>ECA Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales);</b> or NAPIT Registration Limited, <b>Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales);</b> in respect of that type of work.							
10.	<b>Installation of a lighting system or electric heating system, or associated electrical controls in buildings other than dwellings.</b>	A person registered by Ascertiva Group Limited, <b>Benchmark Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales);</b> Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales),, ECA Certification Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.							
11.	<b>Installation of fixed low or extra-low voltage electrical installations in dwellings.</b>	A person registered by Ascertiva Group Limited, Benchmark Certification Limited, British Standards Institution, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited , NAPIT Registration Limited in respect of that type of work.							

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12.	<b>Installation of fixed low or extra-low voltage electrical installations in dwellings as a necessary adjunct to or arising out of other work being carried out by the registered person.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of electrical work.								
13.	<b>Installation, as a replacement, of a window, roof light, roof window or door in an existing building.</b>	A person registered under the Fenestration Self-Assessment Scheme by Fensa Ltd, or a person registered by BM Trada Certification Limited, <b>Benchmark Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales);</b> the British Standards Institution, CERTASS Limited, <b>NAPIT Registration Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales);</b> Network VEKA Limited <b>or Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales)</b> in respect of that type of work.								
14.	<b>Installation of a sanitary convenience, sink, washbasin, bidet, fixed bath, shower or bathroom in a dwelling, which does not involve work on shared or underground drainage.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), <b>ECA Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales),</b> HETAS Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales); <b>NAPIT Registration Limited or Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales)</b> in respect of that type of work.								
15.	<b>Installation of a wholesome cold water supply or softened wholesome cold water supply.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), <b>ECA Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales),</b> HETAS Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), <b>or NAPIT Registration Limited</b> in respect of that type of work.								
16.	<b>Installation of a supply of non-wholesome water to a sanitary convenience fitted with a flushing device, which does not involve work on shared or underground drainage.</b>	A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), <b>ECA Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales),</b> HETAS Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales); <b>NAPIT Registration Limited or Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales)</b> in respect of that type of work.								

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17.	<p><b>Installation in a building of a system to produce electricity, heat or cooling –</b>  <b>a) by microgeneration, or</b>  <b>b) from renewable sources (as defined in European Parliament and Council Directive 2009/28/EC) of 23 April 2009 on the promotion of the use of energy from renewable sources).</b></p>	<p>A person registered by Ascertiva Group Limited, Association of Plumbing and Heating Contractors (Certification) Limited, Benchmark Certification Limited, British Standards Institution, Building Engineering Services Competence Assessment Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), ECA Certification Limited, HETAS Limited, NAPIT Registration Limited, Oil Firing Technical Association Limited or Stroma Certification Limited in respect of that type of work.</p>							
18.	<p><b>Insertion of insulating material into cavity walls of an existing building.</b></p>	<p>A person registered under the Cavity Wall Insulation Self Certification Scheme by Cavity Insulation Guarantee Agency Limited, <b>Ascertiva Group Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), Benchmark Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), NAPIT Registration Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales) or Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales)</b> in respect of that type of work.</p>							
19.	<p><b>Installation, as a replacement, of the covering of a pitched or flat roof and work carried out by the registered person as a necessary adjunct to that installation. This paragraph does not apply to the installation of solar panels.</b></p>	<p>A person registered by NAPIT Registration Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales) or National Federation of Roofing Contractors Limited in respect of that type of work.</p> <p><b><i>The NFRC scheme operates under the name "CompetentRoofer". A trade member of NFRC is not necessarily also a member of NFRC's CompetentRoofer scheme. Registration with CompetentRoofer depends on demonstrating the necessary competences to comply with all relevant requirements of the Building Regulations. Please check with the NFRC if necessary to ascertain if a NFRC member is also a member of CompetentRoofer.</i></b></p>							
20.	<p><b>Text Deleted in 2013 regs</b></p>								
21.	<p><b>Installation, as a replacement, of a window, rooflight, roof window or door in any existing building other than a dwelling. This paragraph does not apply to glass which is loadbearing or structural or which forms part of glazed curtain walling or a revolving door.</b></p>	<p>A person registered by BM Trada Certification Limited, <b>CERTASS Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales), Stroma Certification Limited (in respect of work carried out in England or in relation to excepted energy buildings in Wales)</b> or under the Fenestration Self-Assessment Scheme by Fensa Limited in respect of that type of work.</p>							
22.	<p><b>Installation of insulating material to the internal walls of a building.</b></p>	<p>In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, <b>CERTASS Limited, NAPIT Registration Limited or Stroma Certification Limited</b> in respect of that type of work.</p>							
23.	<p><b>Installation of insulating material to the external walls of a building, not including insulation of demountable-clad buildings.</b></p>	<p>In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited, <b>CERTASS Limited, NAPIT Registration Limited or Stroma Certification Limited</b> in respect of that type of work.</p>							
24.	<p><b>Installation of insulation material to both external and internal walls of a building ("hybrid insulation"), not including insulation of demountable-clad buildings.</b></p>	<p>In respect of work carried out in England or in relation to excepted energy buildings in Wales, a person registered by Ascertiva Group Limited, Benchmark Certification Limited or <b>NAPIT Registration Limited</b> in respect of that type of work.</p>							

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**NOTE FROM 6<sup>th</sup> APRIL 2013 in the above table — “Ascertiva Group Limited” or “ECA Certification Limited” (whichever occurring), will be substituted for Certsure LLP (in respect of work carried out in England and excepted energy buildings in Wales).**

## **REQUIREMENTS FOR NOTIFYING THE LOCAL AUTHORITY.**

Where work is undertaken in accordance with the above schemes, there is still a requirement to notify the Local Authority in writing or electronically **not more than 30 days** after the works completion with details of the works undertaken / who undertook the work, etc. and to give a copy of the certificate to the Householder.

**NOTE - This requirement does not apply where a person carries out building work described in Schedule 4 below.**

### **SCHEDULE 4 DESCRIPTIONS OF WORK WHERE NO BUILDING NOTICE OR DEPOSIT OF FULL PLANS REQUIRED.**

***(Changes come into force 6<sup>th</sup> April 2013).***

- 1 (a) in relation to an existing fixed building service, which is not a fixed internal or external lighting system —
- (i) replacing any part which is not a combustion appliance;
  - (ii) adding an output device; or
  - (iii) adding a control device,
- where testing and adjustment of the work is not possible or would not affect the use by the fixed building service of no more fuel and power than is reasonable in the circumstances;
- (b) providing a self-contained fixed building service, which is not a fixed internal or external lighting system, where —
- (i) it is not a combustion appliance;
  - (ii) any electrical work associated with its provision is exempt from the requirement to give a building notice or to deposit full plans by virtue of regulation 9 or regulation 12(6)(b);
  - (iii) testing and adjustment is not possible or would not affect its energy efficiency; and
  - (iv) in the case of a mechanical ventilation appliance, the appliance is not installed in a room containing an open-flued combustion appliance whose combustion products are discharged through a natural draught flue;
- (c) replacing an external door (where the door together with its frame has not more than 50% of its internal face area glazed);
- (d) in existing buildings other than dwellings, providing fixed internal lighting where no more than 100m<sup>2</sup> of the floor area of the building is to be served by the lighting;
- (e) replacing -
- (i) a sanitary convenience with one that uses no more water than the one that it replaces; or a washbasin, sink or bidet; or a fixed bath; or a shower;

(ii) a rainwater gutter or a rainwater downpipe,

where the work does not include any work to underground drainage, and includes no work to the hot or cold water system or above ground drainage which may prejudice the health or safety of any person on completion of the work.

(f) in relation to an existing cold water supply—

(i) replacing any part,

(ii) adding an output device, or

(iii) adding a control device;

(g) providing a hot water storage system that has a storage vessel with a capacity not exceeding 15 litres, where any electrical work associated with its provision is exempt from the requirement to give a building notice or to deposit full plans by virtue of regulation 9 or regulation 12(6)(b).

(h) installation of thermal insulation in a roof space or loft space where —

(i) the work consists solely of the installation of such insulation, and

(ii) the work is not carried out in order to comply with any requirement of these Regulations.

***(Change below comes into force 9<sup>th</sup> April 2013).***

**2. Installation of thermal insulation to suspended timber floors where the work—**

**(a) consists of the installation of such insulation only; and**

**(b) the work is not carried out in order to comply with any requirements of these Regulations'**

**3. For the purposes of this Schedule –**

**"self-contained"** in relation to a fixed building service means consisting of a single appliance and any associated controls which is neither connected to, nor forms part of, any other fixed building service;

***(For more advice on the Part P exemptions refer to guide 20.)***