

## **Energy Performance Certificates for Buildings Frequently Asked Questions**

In certain situations in Scotland an Energy Performance Certificate (EPC) is needed. This could include new construction, home report/single survey, public buildings and the sale or rental of buildings.

The questions and answers set out below have been developed following a number of EPC seminars arranged by Building Standards Division during the period September – November 2008. Some questions have been made more generic to widen the scope of the information provided.

The purpose of the questions and answers is to clarify the intent of the legislation relating to EPCs in Scotland. This guidance has no specific legal status but is designed to provide practical advice. Interpretation of the legislation that covers EPCs in Scotland is the responsibility of local authorities in the first instance and ultimately could be a matter for the courts to decide.

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## **NEW CONSTRUCTION – DWELLINGS SUBJECT TO A BUILDING WARRANT APPLIED FOR BEFORE 1 MAY 2007**

- Q. The building warrant application for my building was submitted before 1 May 2007, I intend to sell or rent the building out after its completion. Do I need an EPC?
- A. An EPC will be required for all properties sold or rented out after 4 January 2009.
- Q. What software must be used to produce the EPC and who has to do this work?
- A. RdSAP. A list of approved packages is available from the BRE website at <http://projects.bre.co.uk/sap2005/>. In such cases a member of an approved organisation must issue the EPC.

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## **NEW CONSTRUCTION – DWELLINGS SUBJECT TO A BUILDING WARRANT APPLIED FOR ON OR AFTER 1 MAY 2007**

- Q. Who can provide an EPC for a new build through the building warrant process?
- A. There are no specific requirements/qualifications for new build. Responsibility lies with the verifier to ensure that the application meets all aspects of building standards and that the EPC has been produced in a 'workmanlike manner' to comply with Regulation 8. Building owners may use a certifier of design (see this web link for further details: <http://www.sbsa.gov.uk/certification/CurrentSchemes.htm>)

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## **NEW CONSTRUCTION – NON-DWELLINGS SUBJECT TO A BUILDING WARRANT APPLIED FOR BEFORE 1 MAY 2007**

- Q. The building warrant application for my building was submitted before 1 May 2007, I intend to sell or rent the building out after its completion. Do I need an EPC?
- A. An EPC will be required for all properties sold or rented out to a new tenant from 4 January 2009.
- Q. What software must be used to produce the EPC and who has to do this work?
- A. SBEM or other approved dynamic simulation software. A list of approved packages is available from the BRE website at: <http://www.ncm.bre.co.uk/> In such cases a member of an approved organisation must issue the EPC.

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## **HOME REPORT/SINGLE SURVEY**

- Q. What are the criteria in determining which properties are subject to Home Report/ Single Survey?
- A. Details regarding the Home Report/ Single Survey are available from <http://www.scotland.gov.uk/Topics/Built-Environment/Housing/BuyingSelling/Home-Report>
- Q. Is a 'Home Report' required for a right to buy purchase house sale transaction?
- A. No, only an EPC will be required from 4 January 2009.

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## **VALIDITY**

- Q. If an EPC is produced with a Home Report and thereafter the new owner decided to rent out the property does he have to get a new EPC or can the original be used.

- A. The original can be used – an EPC is valid for 10 years.
- Q. Does a Landlord have to get a new EPC at each change of tenant?
- A. No the same EPC can be passed from tenant to tenant - an EPC is valid for 10 years.
- Q. EPC lasts 10 years and can be passed from tenant to tenant in that time – can it be passed from buyer to buyer?
- A. Yes, an EPC is valid for a 10 year period.

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## **REQUIREMENT TO OBTAIN AN EPC**

- Q. Do you need an EPC in order to get a building warrant, when changes to a building are proposed?
- A. No. However, if works which require a building warrant, such as 'fit out' of a building 'shell' are to be carried out there may be a requirement to obtain an EPC as part of the completion certificate process.

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## **COST EFFECTIVE RECOMMENDATIONS**

- Q. Is there any obligation of a statutory nature on a landlord/seller to implement the recommended measures in the EPC? If so, what timescale applies?
- A. No.
- Q. How will EPC improvements tie in with changes to the 'Tolerable Standard' for housing?
- A. These are not directly related.
- Q. An EPC which is 9 years old will be out of date in terms of costs. Will the HEED database update these costs?
- A: No.
- Q. Will EPCs show potential savings in use that might result from improvements?
- A. Yes.
- Q. Are there incentives for Landlords to invest in energy efficiency?
- A. Information is available from the Energy Saving Trust website at:  
<http://www.energysavingtrust.org.uk/proxy/view/full/2019/grantsandofferssearch>
- Q. The EPC for buildings other than dwellings indicates low cost measures. What is this in monetary value?
- A. For buildings other than dwellings, a payback period of three years is intended. Refer to guidance leaflet on existing buildings other than dwellings (see [http://www.sbsa.gov.uk/pdfs/EPC\\_Leaflet06.pdf](http://www.sbsa.gov.uk/pdfs/EPC_Leaflet06.pdf))
- Q. Is £500 ceiling for recommendations for dwellings based on each recommendation or cumulative?
- A. It is based on each recommendation.

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## **HOLIDAY LETS**

- Q. If a house is not a purpose built holiday let and is let all year round to holiday makers, do you need an EPC?

- A. It is intended that, dwellings associated with the sale of a holiday and only let for 12 weeks or less to the same person do not need an EPC.

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## REPLACEMENT EPC

- Q. If I lose my EPC, how can I obtain a copy?
- A. If the property was subject to a building warrant on or after 1 May 2007, this information will be held by the local authority. If not, contact the approved organisation whose member produced the original EPC.

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## PENALTIES

- Q. Is there a template available for the Penalty Charge Notice?
- A. No.
- Q. Is there going to be a period of grace for enforcement?
- A. The 4 January 2009 deadline is imposed by the EU and cannot be extended. However, in view of the unusual number of properties on the market at present amendment regulations have been laid for the first 3 months of 2009. The amendment allows building owners 7 days to react and commission an EPC when a prospective buyer or prospective tenant requests any information about the building or makes an offer to buy or lease the building. During these 3 months, the amendment regulations prevent councils from serving a Penalty Charge Notice when an owner seeks to obtain an Energy Performance Certificate. After 1 April 2009, to avoid a Penalty Charge Notice, building owners will need to ensure that they are proactive in their approach to obtaining EPCs when they intend to sell or let their buildings. Regulation 18 of Energy Performance of Buildings (Scotland) Regulations 2008 gives 'Defence where EPC is unobtainable' ( see [http://www.sbsa.gov.uk/proced\\_legislation/legis.htm](http://www.sbsa.gov.uk/proced_legislation/legis.htm) )
- Q. If an organization have a planned programme of EPCs and have appointed consultants but not all buildings will be completed by 4 January 2009, is that compliant?
- A. No. The deadline is set by Europe and cannot be extended.

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## PROVISION OF AN EPC - SALE

- Q. I understand that new build properties should have an EPC since 1 May 2007. I have bought a new house, but the developers did not give me an EPC – should they have? (Property completed and purchased September 2007).
- A. An EPC must be provided with the completion certificate for all buildings which were subject to a building warrant application submitted on or after 1 May 2007. You should check the date the building warrant was submitted with the developer or local authority.
- Q. If a local authority lease a property from a private landlord and use it for temporary homeless accommodation (may/may not be over 12 weeks) who is responsible for arranging paying/display EPCs?
- A. The local authority, as tenant to the private landlord, must be provided with an EPC (after 4 January 2009). An EPC must be made available to any sub-tenants after 4 January, the contact made with the building owner/local authority would have to be checked to establish who would have responsibility here.
- Q. Who is responsible for producing an EPC where there are MOTO/occupation agreements?

- A. The building owner is ultimately responsible under the legislation for making an EPC available to prospective tenants.

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## **PUBLICITY**

- Q. How well publicised has this been? What kind of publicity for is there for owners and tenants?
- A. EPCs were introduced for all new build subject to a building warrant application submitted on or after 1 May 2007. Building Standards Division spoke to around 2,000 people explaining the changes to the procedures. A series of free EPC awareness raising seminars were held this autumn for existing buildings and all key property industry representatives were invited. Guidance leaflets have been produced which have been issued to all local authorities, tenants' organisations, estate agents, etc. advising of this requirement. See attached link for Guidance Leaflets [http://www.sbsa.gov.uk/european\\_issues/euroguidance.htm](http://www.sbsa.gov.uk/european_issues/euroguidance.htm) In addition, nearly 4,500 advice letters have been sent to those involved in the property industry.

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## **VERIFICATION**

- Q. How would a local authority authenticate an EPC?
- A. For existing dwellings, the HEED database can be checked – the local authority will have access. For all other existing buildings, checks should be routed through the relevant approved organisation. For new-build, the local authority verifier will have been involved with the completion certificate acceptance process.

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## **HMO AND SHARED RENTALS**

- Q. Where an HMO licensed property is subject to a joint and several tenancy agreement, is there a requirement for an EPC?
- A. Where a self contained unit or dwelling is being let as a whole (not just when individual rooms become available) an EPC would be required.
- Q. Do bedsits which are self contained flats with a shower room, kitchen, entrance hall and a living/sleeping accommodation area ( i.e. the living room area doubles up as a living room and sleeping accommodation contained within one area) require an EPC?
- A. Yes, if these have separating walls and floors between them, they are small dwellings.
- Q. I lease out a number of rooms in my building, do I need to provide EPCs to all of my tenants?
- A. EPCs are only required for 'dwellings', not part of a dwelling. If the area is a self contained unit, an EPC would be required. If the lease was for a bedroom and shared access to bathroom and kitchen facilities an EPC would not be required.

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## **SHARED OWNERSHIP**

- Q. Who is responsible for obtaining an EPC, the part owner or Housing Association?
- A. Responsibility would rest with whoever is initiating the sale or rental of the property.
- Q. Would an EPC be required if a Housing Association sold a further percentage share to an existing owner?
- A. No.

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## LEASED BUILDINGS

- Q. Who has responsibility for the EPC in a situation where a building is leased to an agency who then rent to their own tenants?
- A. It will depend on the contract between the building owner and tenant.

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## SHELTERED HOUSING

- Q. What is the format of an EPC for sheltered housing, one per flat or one for the whole building?
- A. One per flat.
- Q. What about communal corridors, staff office, lounges?
- A. This would be assessed if the *whole* building were to be sold or rented out to a new tenant using Simplified Building Energy Model (SBEM).
- Q. Sheltered housing complexes where communal heating systems are used and floor areas are similar – can an EPC be cloned?
- A. Yes, if the dwellings were designed to be the same and any subsequent alterations are taken into account by the approved organisation member.

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## PROVISION OF AN EPC - RENTAL

- Q. Does an EPC have to be provided in the case of Right to Buy, mutual exchanges and mortgages to rent?
- A. Yes – an EPC has to be provided for all new sales and rentals to new tenants.
- Q. A tenant shares the property with say her daughter who acts as a carer. The tenant dies and the daughter succeeds the tenancy, is an EPC required?
- A. Yes – an EPC has to be provided for all new sales and rentals to new tenants.
- Q. What are the timescales for producing an EPC i.e. before the start of the new tenancy or before the house sale?
- A. Where a building is to be sold or let the owner must make a copy of a valid energy performance certificate for the building available free of charge to a prospective buyer or prospective tenant. The intention is that the owner should be proactive in obtaining the EPC when putting the building up for sale or rent.  
(see [http://www.sbsa.gov.uk/proced\\_legislation/legis.htm](http://www.sbsa.gov.uk/proced_legislation/legis.htm))
- Q. How long do we have to produce a copy of an EPC to handover to a new tenant? Does this need to be available at the entry date?
- A. The intention is that the owner should be proactive in obtaining the EPC when putting the building up for sale or rent. If the prospective buyer or tenant requests an EPC, then it is to be made available within 9 days of the request or the owner may receive a Penalty Charge Notice.
- Q. If an RSL lets a building to another RSL (building contains several flats to be sub-let by tenant RSL) does the landlord have to provide an EPC for each flat or building as a whole?
- A. An EPC must be provided for each flat.

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## ABILITY TO PRODUCE AN EPC

- Q. Who can produce the EPC for existing buildings?
- A. A member of an approved organisation. Lists are kept by each of the approved organisations – see attached link for contact details:  
[http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)
- Q. Can the Scottish Government divulge the names of organisations with whom a protocol has been agreed in principle?
- A. SG only advises the names of approved organizations with which protocols have been signed. The list of approved organizations is available at  
[http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)
- Q. Which of the approved organisations can produce EPCs for existing commercial leased buildings?
- A. The approved organisations which focus mainly on the commercial sector tend to be CIBSE, BRE, EI, RICS and ABE.
- Q. Do Low Carbon Energy Assessors have a specific role?
- A. No, only if they are a qualified member of approved organisations – (see attached link for contact details [http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm). CIBSE is such an approved organisation.
- Q. What are the qualifications required to carry out the certificates in-house?
- A. EPCs can be produced in-house if staff are members of an approved organisation. Each approved organisation specifies the qualifications/experience required.
- Q. Do individuals have to be members of an approved organisation to be able to carry out an EPC survey, or simply work for an organisation that is a member of an approved organisation?
- A. Individuals must be identified by the approved organisation in terms of their qualifications/experience as being capable to undertaking EPC work. Membership of the organisation alone is insufficient.
- Q. One approved organisation has stated to its members that they do not require additional EPC training. Is this correct?
- A. The approved organisation in question have confirmed that only members with the appropriate skills/experience have been and will be accredited to produce EPCs.
- Q. What scope is there for training in-house staff to carry out EPCs?
- A. Check with the approved organisations.
- Q. How can individuals and bodies be trained to produce EPC e.g. contacts for courses, etc.?
- A. Contact the approved organisations for further details.
- Q. Can the information collection be done by a non qualified organisation and then passed to a qualified surveyor?
- A. Yes, provided that the member of the approved organisation signing off the certificate approves and that robust checking procedures are in place. The approved organisation member has responsibility for the issue of an EPC.
- Q. Can cloned information be used or does each property need to be physically inspected by a qualified person?
- A. No. The information which has been collected for the Scottish Housing Quality Standard (SHQS) can be used provided that robust quality checks are in place and a member of an approved organisation has carried out a check and sanctioned issue of the certificates. The approved organisation member has responsibility for the issue of an EPC.

- Q. What is the criteria for accreditation with an approved organisation and how much will it cost to become qualified?
- A. Contact the approved organisations for further details.
- Q. Is it the responsibility of the approved organisation, or approved organisation member to decide if SHQS data can be used by an individual housing association?
- A. The approved organisation member.

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## **RENEWING THE EPC**

- Q. SHQS will require improved insulation levels in properties. If an EPC is produced in January 2009 and the tenant does not change should another EPC which reflects the improved insulation levels be produced?
- A. No, the legal requirement is provide an EPC on sale or rental to a new tenant. As a landlord you may choose to renew, this is not a legal obligation.

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## **AFFIXING THE EPC**

- Q. If a tenant removes an EPC affixed to the property, is there a penalty? If so, who would pay it?
- A. The local authority would investigate if a complaint was made and may serve an enforcement notice, the building owner would then be given at least 21 days to comply. Payment for a replacement would be subject to agreement between landlord and tenant.

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## **DIRECTIONS TO LOCAL AUTHORITIES**

- Q. When are local authorities to be instructed re their duties for existing properties – checking possible fines, penalty charge notices etc?
- A. These have been issued and will come into effect on 4 January 2009.

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## **ENFORCEMENT**

- Q. According to some local authorities, Trading Standards are responsible for EPCs associated with the Home Report, Building Standards are responsible for all other competence issues on EPCs for sales and rentals. From discussion with our local authority neither department is sure of their role. When is guidance to be produced?
- A. Responsibility for EPC enforcement lies with the local authority, Scottish Ministers do not dictate which departments of local authorities should enforce, and consequently no guidance will be produced.

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## **EPC EXEMPTIONS**

- Q. Is the 12 week period given in the guidance leaflet for emergency accommodation/holiday lets per let or cumulative? If the latter, over what period of time?
- A. Per let.
- Q. Is there a 'stock transfer' exemption from EPCs?



- A. Houses transferred under this type of arrangement are exempt from the Home Report, but not an EPC. EPCs have to be provided for each property for sale or rental.
- Q. Will small/one bedroom flats be exempt if they fall below 50m<sup>2</sup> floor area? What is therefore the definition of a 'stand-alone building'?
- A. EPCs must be provided for all dwellings regardless of size. The 50m<sup>2</sup> threshold applies only to non domestic buildings and certain buildings ancillary to dwellings. A full definition of 'stand-alone building' is given in the guidance contained within the Technical Handbooks. ( see [http://www.sbsa.gov.uk/tech\\_handbooks/th\\_pdf\\_2008/non\\_domestic/chapters/Appendix\\_A\\_No\\_n\\_Domestic\\_2008.pdf](http://www.sbsa.gov.uk/tech_handbooks/th_pdf_2008/non_domestic/chapters/Appendix_A_No_n_Domestic_2008.pdf) )

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## ENERGY REPORTS (ADDITIONAL INFORMATION WHICH ACCOMPANIES THE EPC)

- Q. Please clarify the status of Advisory Reports. Are they a legal requirement?
- A. No, the legal requirement is for an Energy Performance Certificate only as set out in regulation 6 of the Energy Performance of Buildings (Scotland) Regulations 2008 (see [http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi\\_20080309\\_en\\_1](http://www.opsi.gov.uk/legislation/scotland/ssi2008/ssi_20080309_en_1)). This includes cost-effective improvements; advisory reports are additional information – Refer to guidance leaflet on existing buildings other than dwellings (see [http://www.sbsa.gov.uk/pdfs/EPC\\_Leaflet06.pdf](http://www.sbsa.gov.uk/pdfs/EPC_Leaflet06.pdf))
- Q. If the EPC is valid for 10 years, it seems pointless to have costs which will be out of date after a short period of time.
- A. The energy report is optional, except for dwellings that are subject to the Home Report. The energy report option is included as this was requested by a number of interested parties.
- Q. If an energy report is appended, it is not required to be affixed to the building only the EPC. Won't this confuse tenants?
- A. We will revise the wording on the certificate at the next available opportunity.

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## FARM BUILDINGS

- Q. Are farm buildings covered by legislation? Do they require a non-domestic EPC?
- A. Most buildings which are sold or rented out will require an EPC. The intention is that an EPC is not required for:
- (a) buildings which do not use fuel or power for controlling the temperature of the internal environment;
  - (b) non-domestic buildings and buildings that are ancillary to a dwelling that are stand-alone having an area less than 50 square metres;
  - (c) conversions, alterations and extensions to buildings other than alterations and extensions to stand-alone buildings having an area less than 50 square metres that would increase the area to 50 square metres or more, or alterations to buildings involving the fit-out of the shell which the subject of a continuing requirement;
  - (d) limited life buildings which have an intended life of less than 2 years; and
  - (e) buildings that are subject to Schedule 1 of the Building (Scotland) Regulations 2004, as amended. (see <http://www.hmsso.gov.uk/legislation/scotland/ssi2004/20040406.htm> as amended)
- Many farm buildings will be subject to the above exemptions.

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## **BUILDING ALTERATIONS**

- Q. Regarding energy standards for existing buildings, what constitutes an alteration?
- A. "Alteration" is not a defined term within the Building (Scotland) Act 2003 or associated legislation. However, it may be taken to mean any works to which the building regulations apply but are not specifically an erection of a new building or an extension to an existing building. Examples of such works may include:
- (i) alterations to the building itself, for example removal or re-positioning of internal walls or replacement windows.
  - (ii) alterations to or replacement of services, fittings or equipment, for example, space or water heating systems or ventilation systems.
  - (iii) alterations to chimneys.
- Works required as a consequence of a proposed change of use that is a "conversion" under the terms of Regulation 4, with reference to schedule 2, would normally also be termed as alterations.
- It should be noted that an EPC is not required for an alteration to a building
- Q. Is a new EPC required if there is refurbishment done to the building within 10 years?
- A. No, this is not required. An EPC is valid for 10 years; however the building owner may choose to update it at the point of refurbishment.

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## **COSTS**

- Q. What is the likely cost of carrying out surveys and producing certificates for dwellings?
- A. This will be dependant on the market and the size of the property, current figures suggest £100-150.
- Q. How much will software cost? Also training.
- A. Information can be obtained from software providers/approved organisations at:  
<http://www.bre.co.uk/sap2005> (list of approved RdSAP software)  
[http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)

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## **POLICY**

- Q. What guidance did BSD seek on the lead-in time required by housing associations prior to the implementation date, cost of staff training, software, consultants, procurement and source of guidance,
- A. The Scottish Government consulted publicly on the implementation of the EU Directive in 2006, including a timetable and costs were detailed in the accompanying RIA. The implementation date of 4 January 2009 is a European deadline and cannot be extended.

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## **SOFTWARE ISSUES**

- Q. What is the CO<sub>2</sub> figure a measure of?
- A. It is a calculated asset rating, measured in kilograms of CO<sub>2</sub> per square metre of dwelling floor area per year (kg CO<sub>2</sub>/m<sup>2</sup>/year)
- Q. How will the software deal with listed buildings? Will the software know that for example, the windows cannot be replaced with double glazing?
- A. The approved organisation member will review the recommendations and can de-select those that are inappropriate for the particular case.

- Q. One of the approved organisations leaflet indicates that Elmhurst RdSAP software was approved on 24 June 2008, is this correct?
- A. Yes, EPCs produced using this software are valid. RdSAP has now been updated, and revisions made to Elmhurst software. A number of other updated packages were submitted for approval to BRE.
- Q. Where can I obtain a list of approved software?
- A. A list of approved software for Scotland for domestic and non-domestic buildings is at [http://www.sbsa.gov.uk/tech\\_handbooks/s6software.htm](http://www.sbsa.gov.uk/tech_handbooks/s6software.htm)
- Q. RdSAP only has provision for two extensions to a dwelling. If there are more than two extensions can an EPC be produced?
- A. Yes, extensions can be combined.
- Q. How do you access the property address?
- A. Via the software package.
- Q. SHQS allows the collection of NHER level 1 data, this is different to RdSAP. Presumably the remaining data has to be collected?
- A. Yes.
- Q. How can we convert NHER input data into RdSAP?
- A. Advice can be accessed via this link:  
<http://www.sbsa.gov.uk/research/DataheldbyLAforEPBD.htm>
- Q. If an NHER level 1 survey has taken place can this data be used to enter into RdSAP to produce an EPC, or will more data be required?
- A. Advice can be accessed via this link:  
<http://www.sbsa.gov.uk/research/DataheldbyLAforEPBD.htm>
- Q. We hold data for the purposes of SHQS – explain how SAP 2001 can be converted to RdSAP for the purpose of providing an EPC.
- A. Advice can be accessed via this link:  
<http://www.sbsa.gov.uk/research/DataheldbyLAforEPBD.htm>
- Q. Why has lighting been included in the calculation as this is movable in the same way as white goods?
- A. To illustrate the benefits of low-energy lighting and because the EU Directive specifies lighting as one of the energy uses to be considered in the methodology.
- Q. What is the relationship of 'removable' heaters to the SAP calculation procedure?
- A. The calculation will assume portable electric heaters if there are unheated habitable rooms. Also the assessor must indicate portable electric heaters as secondary heating if the main heating is storage radiators and no other secondary heating has been identified.
- Q. The rating is flawed due to the geographical location being ignored – please explain?
- A. This is not a flaw. The ratings allow comparison between different properties in terms of insulation quality, heating efficiency, etc. on a like-for-like basis. This enables comparison of the built form of buildings throughout Scotland. Using common weather data avoids anomalies when crossing region boundaries.
- Q. Is there any information available on the typical occupancies and typical heating durations used in calculating the asset ratings?
- A. These can be requested by e-mail to [sap2005@bre.co.uk](mailto:sap2005@bre.co.uk)

- Q. For new build properties if the landlord is getting an Ecohomes assessment done on the development, can the SAP calculations used in that process be lifted and used to provide the EPC?
- A. Yes.
- Q. How often are the heating and lighting costs updated, as current rolling data is significantly out of date for NHER purposes?
- A. Costs are updated twice a year at the beginning of January and July.
- Q. In RdSAP what effect would 'less than typical window area' (assuming double glazing) have on the rating?
- A. The effect of 'less than typical window area' would be +1 SAP point or +1 EI point.
- Q. In the EPC are the energy use and CO<sub>2</sub> emissions calculated by the software?
- A. Yes.
- Q. Will BRE approve 'RdSAP engines' built on full SAP compliant databases and only intended for own use?
- A. BRE approves RdSAP software which is to be used by members of approved organisations for the purpose of producing EPCs.
- Q. Energy costs are based on what rate?
- A. Fuel prices averaged over the last three years.
- Q. The base energy costs, how are they inflated annually?
- A. Costs are updated twice a year at the beginning of January and July.
- Q. Can tenants access information on HEED?
- A. No. Access to the database is restricted.
- Q. Many properties are not used in a standard way, for example, a tenant stays in most days and uses energy between 4am and 8pm. Surely the information is inaccurate?
- A. The EPC is based on standard occupancy and a standard heating pattern. It is for the dwelling, not about the way the occupants might be using it. Tailoring the occupancy pattern would mean that comparison between dwellings would not be possible.
- Q. What about electric wet central heating with Scottish hydro economy 10 tariff (whole house half price)?
- A. Specify it as having a dual electric meter.
- Q. I would like more information on the use of cloned data to produce standardised EPC for 'typical' types, where most of stock is limited to a range of standard types?
- A. Although the buildings may appear to be the same superficially, differences would include dimensional differences including extensions or alterations, differences in the internal layouts of rooms, altered or replacement windows, differences in roof or hot water tank insulation, differences in lighting including low energy lighting, differences in heating systems( including boilers, tank size and controls), differences in or sealed up chimneys or flues, differences in ventilation ( e.g. extractor fans ), low or zero carbon technology systems (e.g. solar water, PVs, GSHP, ASHP, CHP).
- Q. Is a flat's perimeter with a common unheated access stairway treated as an exposed or unexposed perimeter?
- A. It must be included in the exposed perimeter of the dwelling, and in addition it is specified as a sheltered wall and the calculation treats it as semi-exposed.
- Q. What about high ceiling heights, are these measured?
- A. Room heights are measured and taken into account.

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## MISCELLANEOUS

- Q. I have trained as a Domestic Energy Assessor (DEA) in England/Wales/Northern Ireland, can I produce EPCs in Scotland?
- A. EPCs can only be produced in Scotland by a member of an approved organisation, who has been identified by that organisation as capable of producing an EPC. Further details of acceptance are available from the approved organisations at:  
[http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)
- Q. I do not think that my EPC is accurate, what can I do?
- A. If you have concerns about the accuracy of the EPC contact the approved organisation whose member produced the document. All approved organisations have a complaints procedure in place.
- Q. The seller/landlord has not given me an EPC, what can I do?
- A. You can register your complaint with the local authority that has responsibility to enforce legislation.
- Q. Can I charge a prospective owner or tenant for an EPC?
- A. No, an EPC must be made available free of charge to prospective tenants or buyers.
- Q. If I have a campus comprising several buildings can I obtain one EPC to cover all the buildings on that site?
- A. No, an EPC is required for each building within the campus and must be produced using building specific information.
- Q. If separate buildings are linked by a corridor are two EPCs required?
- A. Yes – Generally separate buildings in the same occupation on a campus would be considered individually for the purposes of EPC eligibility, irrespective of whether or not they are linked by a corridor and/ or have a common heating system. Common heating systems in these cases are considered in the same way as District Heating systems by the methodology/calculation tools.
- Q. I have a building which is multi-occupancy (let to a number of tenants). Do I need an EPC for the whole building or for each occupancy?
- A. In the case of buildings with a communal heating system (other than dwellings), the EPC can be produced for the whole building and given to all tenants, or an EPC provided for the individual fire-separated units.
- Q. What are the requirements for an EPC for a care home?
- A. An EPC is required only where a self contained unit is being sold/rented out unless it is considered to be a residential building, and there are no separating walls and separating floors between the units.
- Q. What is the conditioned area of the building?
- A. For the purposes of establishing if the building is over 1000m<sup>2</sup>, it is the floor area of the building which is heated or cooled.
- Q. Please remind us of the status of the building logbooks. Are they required (as per [www.eso.ed.ac.uk/policies](http://www.eso.ed.ac.uk/policies) and reports)?
- A. Standard 6.8 of the Building (Scotland) Regulations requires that the occupiers of a building must be provided with written information by the owner:
- (a) on the operation and maintenance of the *building* services and energy supply systems;  
and

(b) where any air-conditioning system in the *building* is subject to regulation 17, stating a time-based interval for inspection of the system.

There is no direct link between the building logbook and the EPC; however, an approved organisation member may wish to have sight of the information as it could assist in the assessment of the building for the purposes of providing an EPC. (See [http://www.sbsa.gov.uk/tech\\_handbooks/tbooks2008.htm#2](http://www.sbsa.gov.uk/tech_handbooks/tbooks2008.htm#2) )

Q. Is the report on boiler advice submitted to the EU available and if so where?

A. The UK Government, Communities & Local Government Department is arranging publication. A copy will be placed on our website at that stage.

Q. How easy will it be to compare buildings situated on either side of the border, where we know production of EPC is different in Scotland and England?

A. It is not possible to make a direct comparison as the ratings are produced differently in Scotland and England & Wales.

In Scotland, the EPC is an asset rating directly related to the CO<sub>2</sub> emissions from that building and is therefore a true rating. In England & Wales, the asset rating is based on a ratio of the CO<sub>2</sub> emission of the building compared to that of a similar type of building and there is also an annual operational rating based on the actual energy consumption of the building.

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## **PUBLIC BUILDINGS**

Q. Matriculated students are not members of the general public are they? They are members of University (college community) aren't they?

A. We are unable to provide interpretation – legal advice should be sought in cases of doubt.

Q. Is a primary school a public building if it has restricted access (locked doors) and parents invited into the building (no community use)

A. We are unable to provide interpretation – legal advice should be sought in cases of doubt.

Q. Who is responsible for producing an EPC where there are sublets and/or assignation & therefore sub/landlord responsibility?

A. The building owner is ultimately responsible under the legislation for making an EPC available to prospective tenants.

Q. Who can provide adjudication “if the building meets the criteria” to be classed as a public building?

A. We are unable to provide interpretation – legal advice should be sought in cases of doubt.

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## **HOME ENERGY EFFICIENCY DATABASE (HEED)**

Q. How much will it cost to register an EPC on HEED?

A. This is a free service.

Q. How long is the EPC lodgement process likely to take?

A. This is an electronic process which only takes a matter of minutes.

Q. Will the Government keep this information?

A. Yes. The information for all new construction is recorded on the Building Standards Register, existing dwellings on HEED.

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