

26 October 2007

Address as e-mail

Our Ref:
Your Ref:

Dear Colleague,

INVITATION TO APPLY FOR ACCREDITATION

The European Directive on the Energy Performance of Buildings (EPBD) requires all buildings to have an Energy Performance Certificate (EPC) on sale, rent or construction, Display Energy Certificates (DEC) to be displayed by certain public buildings and inspections and advisory reports on certain air conditioning systems by January 2009.

These must be produced or carried out by independent qualified and/or accredited assessors. The Department for Communities and Local Government (CLG) therefore proposes to set up accreditation schemes for energy assessors and invite applications from interested bodies.

The key functions of these bodies will be:

- Ensuring that members are fit and proper persons to undertake energy assessments, and have a code of conduct;
- Ensuring that members are qualified to undertake energy assessments and meet the standard set out in the National Occupational Standards (NOS). Where schemes wish to set out proposals for the accreditation of prior learning as a way of meeting the NOS, these will be the subject of independent expert scrutiny on the evaluation panel;
- Ensuring that members have suitable indemnity cover;
- Ensuring procedures are in place to deliver consistent and accurate energy assessments;
- Undertaking active quality assurance;
- Facilitating resolution of complaints;
- Establishing and maintaining a register of members;
- Ensuring financial probity, stability and resilience of the scheme;
- Cooperating with monitoring of the scheme;
- Establishing appropriate administrative and operational systems

This round of applications is for schemes wishing to accredit energy assessors to produce EPCs for new build dwellings, display certificates for public buildings, SBEM-based EPCs for commercial buildings and inspections of air-conditioning systems.

We intend to use the one application process to approve schemes who want to operate in one or more of these strands of the directive. Common information that is required need only be provided once and the additional information for each strand that a scheme wishes to apply for can be attached to the one application. The evaluation panel will then consider the multiple application in its entirety at the one meeting.

The EPBD programme team is available for and welcomes bi-lateral meetings if a potential scheme feels it requires one to discuss a possible application and seek any further clarification around the process.

The timetable and process for applications are as follows:

- Friday 26 October: issue of accreditation standards, application form, criteria against which applications will be assessed and further application information
- Friday 23 November: deadline for receipt of applications for schemes who wish to be considered in the first tranche of scheme evaluations. CLG is happy to take applications after this date, but cannot guarantee reaching decisions to enable schemes to be up and running by the coming into force dates for the various strands;
- W/c 03 December: evaluation panel. This will be chaired by an independent expert and contain both representatives of CLG and independent members. It will be advised by independent experts with particular areas of expertise;
- W/c 10 December: start to issue approval letters for part or all of application.

The following documents are attached:

- National Occupational Standards;
- Approved Prior Experience and Learning documentation;
- Accreditation Scheme Standards;
- Minimum Requirements;
- High-level information on scheme procedures
- A copy of the score sheet that will be used by CLG as part of the assessment of applications;
- Application form.

Applications should be submitted by 23 November to:
epbd.accreditation@communities.gsi.gov.uk.

The Government proposes to revise the commencement dates set out in the EPBD regulations as follows:

- **New build schemes will start on 6 April**

EPCs on the rent, sale or construction of commercial buildings will start on 6 April 2008. Initially they will apply only for buildings over 10,000 m². From 1 July 2008 they will apply for buildings over 2,500 m². They will apply for all other buildings from 1 October 2008

- **display certificates in public buildings will be needed no later than 1 October 2008**

- **air conditioning inspections must be carried out for the first time**

In the case of a system first put into service on or after 1 January 2008, within 5 years of it first being put into service;

in the case of any other system with an effective rated output of more than 250kW, by 4 January 2009; and

in the case of any other system with an effective rated output of more than 12 kW, 4 January 2011.

Applicants may also wish to note that the Government is currently considering the feasibility of ceasing to approve separate competent person schemes for the purposes of demonstrating compliance with Regulation 17C of the Building Regulations, and instead allowing the calculations carried out by members of schemes accredited under Regulation 17F for the purposes of providing an energy performance certificate for new buildings to also be accepted as evidence of compliance with Regulation 17C.

Communities and Local Government hope to undertake a short consultation on this possibility with interested parties in the near future. If in the meantime applicants interested in operating on one or more of the new build strands have any questions about how this might impact on their applications please contact EPBD Programme team.

Yours faithfully,

Simon Barnes