

GUIDANCE LEAFLET

ENERGY PERFORMANCE CERTIFICATES (EPC): FREQUENTLY ASKED QUESTIONS

EPC - 08

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1. NEW CONSTRUCTION – BUILDINGS SUBJECT TO A BUILDING WARRANT APPLIED FOR BEFORE 9 JANUARY 2013

Q.	The building warrant application for my building was submitted before 9 January 2013, do I need an EPC?
A.	Yes. An EPC is required for all new buildings and properties sold or rented. For new buildings the EPC is part of the building warrant completion certificate process.
Q	What software must be used to produce the EPC and who has to do this work?
A.	<p>SAP (Standard Assessment procedure) is used for new dwellings and approved SBEM or DSM type of software for all non-domestic buildings. A list of approved packages for SAP is available from the BRE website at http://www.bre.co.uk/sap2009/) and for non domestic software at http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/techbooks/sectsixprg There are no specific requirements/qualifications applied to the production of new build EPCs. Responsibility lies with the verifier to ensure that the building warrant application meets all aspects of building standards and that the EPC, submitted with the completion certificate, has been produced in a 'workmanlike manner' to comply with Regulation 8.</p> <p>Building owners may use a certifier of design for various aspects of the building warrant process. (see this web link for further details http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/certification</p>

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2. NEW CONSTRUCTION – BUILDINGS SUBJECT TO A BUILDING WARRANT APPLIED FOR ON OR AFTER 9 JANUARY 2013

Q.	Who can provide an EPC for a new build through the building warrant process?
A.	EPCs for building warrant applications submitted on or after 9 January 2013 must be prepared and issued by a member of an Approved Organisation. The EPC should be submitted to the Local Authority as part of the completion certificate process. Your assessor will also lodge the EPC on the electronic Scottish EPC register.

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3. EPC VALIDITY PERIOD

Q.	If an EPC is produced with a Home Report and thereafter the new owner decided to rent out the property is a new EPC required, 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.	An 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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4. RECOMMENDATIONS REPORT

Q.	What is contained within the Recommendations Report?
A.	The Recommendations Report must be provided with the EPC. The report contains details of improvements which can be made to the property in various price ranges and sources of advice and potential funding.
Q.	Does the Recommendations Report have to be 'affixed' to the building?
A.	No, only the EPC needs to be 'affixed' to the building.
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.	From 1 October 2012, it is a legal requirement to provide an EPC and recommendations report. There is no statutory obligation for landlords/sellers to act implement recommended measures.
Q.	I only have the EPC and no recommendations report. Do I have to commission a new EPC to comply with legislation?
A.	If the EPC was produced before 1 October 2012 without a recommendations report you do not have to obtain a new certificate and recommendations report. If your EPC was commissioned from 1 October 2012, you should be provided with both the EPC and recommendations report.
Q.	An EPC which is 9 years old will be out of date in terms of costs. Will the Home Energy Efficiency Database (HEED) update these costs?
A.	No.
Q.	Will EPCs show potential savings in use that might result from improvements?
A.	Yes.
Q.	What incentives are available for building owners to invest in energy efficiency?
A.	For dwellings, information is available from the Energy Saving Trust website at: http://www.energysavingtrust.org.uk/scotland/Scotland-Welcome-page/At-Home Information for Non-Domestic buildings information can be found on the Carbon Trust website at: http://www.carbontrust.com/client-services/scotland
Q.	The EPC for buildings other than dwellings indicates low cost measures. What is this in monetary value?
A.	For non domestic buildings, the cost of the installation should be repaid over a period of three years.

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5. HOME REPORT

Q.	What are the criteria in determining which properties are subject to Home Report?
A.	Details regarding the Home Report/Single Survey are available from http://www.scotland.gov.uk/Topics/Built-Environment/Housing/BuyingSelling/Home-Report_

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6. EPC REGISTER

Q.	What information does the database hold?
	<ul style="list-style-type: none">- EPCs for existing dwellings submitted from 4 December 2008- EPCs for all non-domestic buildings submitted from 28 January 2013; and- EPCs for all building warrant applications submitted on or after 9 January 2013 (provision for lodgement of new non-domestic building EPCs available from 28 January 2013; provision for lodgement of new dwelling EPCs building to be announced shortly).
Q.	Can I access an EPC from the Scottish Register?
A.	Yes, from 28 January 2013 – members of the public will be able to access an EPC if they are in possession of the Report reference Number (RRN).
Q.	How do I access the Register?
A.	By visiting the register website at https://www.scottishepcregister.org.uk/
Q.	Will the details held on the register be used by a third party?
A.	Energy performance data is available only to authorised parties engaged in the delivery of Scottish and UK carbon and energy saving initiatives. If do not wish this data to be used by these organisations to contact you in relation to such initiatives, you can opt out by visiting the register website at https://www.scottishepcregister.org.uk/
Q.	Can I refuse to let anyone access my details on the register?
A.	Information held on the register relates to your building and not to you as an individual. Regulations require that EPCs and recommendations reports must not contain any information from which a living individual (other than the EPC assessor and their organisation) can be identified. Energy performance data is available only to authorised parties engaged in the delivery of Scottish and UK carbon and energy saving initiatives. If do not wish this data to be used by these organisations to contact you in relation to such initiatives, you can opt out by visiting the register website at https://www.scottishepcregister.org.uk/

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7. INCLUSION OF ENERGY RATING IN COMMERCIAL MEDIA

Q.	Will property details for buildings already advertised & on the market before 9 January 2013 require to be amended to include the EPC rating?
A.	Yes. All advertisement in commercial media of properties for sale or rent must, from 9 January 2013, include the Energy Performance Indicator from the EPC in the advertisement, regardless of the length of time the property has been advertised. What constitutes 'advertisement in commercial media' is defined in regulation 5A(3) of the amended Energy Performance of Buildings (Scotland) Regulations.
Q.	What is the situation with properties that have been on the market for a long time, e.g before the introduction of Home Reports – will they be required to get an EPC and display the rating?
A.	An EPC for these buildings should have been obtained. As from 4 January 2009, an EPC must be provided to any prospective buyer or tenant. Advertisement in commercial media must, from 9 January 2013, the Energy Performance Indicator from the EPC. This applies to both dwellings and non-domestic properties.
Q.	Does this apply to social housing?
A.	The legislation applies to all building types – dwellings, private lets and social housing and

	non-domestic buildings.
Q.	Exactly what information has to be displayed in the advertisement?
A.	Legislation (regulation 5A) requires that the advert “states the energy performance indicator for that building or building unit”. It would be acceptable to simply include and identify the EPC band rating in the advert text, e.g. "EPC=C". The inclusion of colour/typeface/size of the rating is discretionary.
Q.	Who has responsibility if the rating is not included within the advert?
A	The building owner.
Q.	Does a magazine article describing a featured property for sale or rent have to include the EPC rating?
A.	Regulation 5A of the Energy Performance of Building (Scotland) Regulations 2008 requires that an “advertisement in a newspaper or magazine” includes the Energy Performance Indicator from the EPC. If the article is being used for the purpose of marketing an individual property, then the Energy Performance Indicator (e.g. EPC=B) should be present.

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8. EPC EXEMPTIONS

Q.	Under what circumstances is an EPC not required for sale or rental?
A.	<p>Regulations refer to definitions within Directive 2010/31/EU on the Energy Performance. In this respect, a building is defined as “a roofed construction having walls, for which energy is used to condition the indoor climate”. In respect of building type (regulation 4), an EPC is not required for:</p> <ul style="list-style-type: none">(a) temporary buildings with a planned time of use of two years or less, workshops and non residential agricultural buildings with low energy demand; and(b) stand-alone buildings with a total useful floor area of less than 50m² which are not dwellings. <p>In respect of rental, an EPC is not required on renewal of the lease of an existing tenant (regulation 5(4)).</p>

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9. PENALTIES

Q.	Is there a template available for the Penalty Charge Notice?
A.	No.
Q.	What penalties can be imposed for failing to comply with the legislation?
A.	<p>Failing to provide an EPC or include the EPC rating in commercial media can lead to a penalty charge notice of £500 for dwellings or £1,000 for non-domestic buildings. Local Authorities (the enforcement authority) can also consider criminal action. These are set out in Regulation 17 and Regulation 17A of the Energy Performance of Building (Scotland) Regulations 2008, as amended.</p>

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10. 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?
A.	<p>Yes, if the dwelling was the subject of a building warrant applied for on or after 1 May, the EPC is required under building regulations. If the warrant was applied for before that date, the Energy Performance of Buildings (Scotland) Regulations 2008 still require production of an EPC on sale or rental.</p>

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11. REQUIREMENT TO OBTAIN AN EPC – WORK TO EXISTING BUILDINGS

Q.	When changes to a building are proposed and a building warrant is required, is an EPC required?
A.	No. However, where a building is subject to a 'continuing requirement' in respect of either standard 6.1 or 6.9 of the building regulations (such to cover subsequent 'fit out' of a building 'shell') there may be a requirement to obtain an EPC as part of the completion certificate process. This can be checked with the Local Authority verifier.

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12. COMPLIANCE

Q.	How can the enforcement authority (local authority) confirm that an EPC has been produced and that it is a genuine certificate?
A.	An EPC only becomes valid for existing dwellings when the certificate is submitted to the Scottish EPC Register, all Local Authorities have access to this data. If a tenant or prospective buyer has not been provided with a certificate the Local Authority can check to establish if a certificate has been produced for the building. If there is a concern that the certificate or person who has produced the certificate is not authorised to do so, the EPC Register should be checked and Approved Organisation contacted. The same provisions are available for EPCs for existing non-domestic buildings lodged on or after 28 January 2013.

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13. HMO AND SHARED RENTALS

Q.	Where an HMO licensed property is subject to a joint and several tenancy agreements, 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 classed as a self contained unit or dwelling.
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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14. 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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15. 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.
Q.	Who is responsible for producing an EPC where there is a memorandum of terms of occupation (MOTO)/occupation agreement?
A.	The building owner is ultimately responsible under the legislation for making an EPC available to prospective tenants.

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16. 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 (dwelling).
Q.	What about communal corridors, staff office, lounges?
A.	These would be assessed, using approved Simplified Building Energy Model (SBEM) or DSM software, if the <i>whole</i> building were to be sold or rented out to a new tenant.
Q.	In sheltered housing complexes, where communal heating systems are used and floor areas are similar, can an EPC be 'cloned'?
A.	Yes, assessment may be based on another representative unit in the same building if the assessor considers that dwellings are similar enough, taking into account original design and any subsequent alterations. Advice on this practice is given in leaflet EPC 07 - 'Guidance on EPC Production for Existing Dwellings Using 'Representative Sampling'.

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17. 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 EPC for the building available free of charge to a prospective buyer or prospective tenant. The owner should obtain the EPC prior to offering the building up for sale or rent.
Q.	How much time do we have to produce a copy of an EPC to hand 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. The EPC rating must also appear in any commercial media advertising the property, so the EPC would have to be completed before the advert is placed.
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.
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. An EPC must be made available to any sub-tenants, the contact made with the building owner/local authority would have to be checked to establish who would have responsibility here.

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18. ABILITY TO PRODUCE AN EPC

Q.	Who can produce the EPC for existing buildings?
A.	In Scotland, an EPC for existing buildings is valid only if produced by a member of an Approved Organisation and lodged on the Scottish EPC Register. Information about the Approved Organisations – can be accessed via our website at: http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/enerperfor/epcorgrg
Q.	Which of the Approved Organisations can produce EPCs for existing commercial leased buildings?
A.	We have indicated on our website the areas within which each Approved Organisation works – domestic or non-domestic buildings.
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 for membership.
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 undertake EPC work. Membership of the organisation alone is insufficient.
Q.	Can cloned information be used or does each property need to be physically inspected by a qualified person?
A.	Advice on this practice is given in leaflet EPC 07 - 'Guidance on EPC Production for Existing Dwellings Using 'Representative Sampling'.
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.

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19. RENEWING THE EPC

Q.	If an EPC is produced in January 2009 and the tenant does not change but the property is improved in some way should another EPC which reflects the improvements be produced?
A.	No, the legal requirement is to 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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20. 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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21. ENFORCEMENT

Q.	According to some local authorities, Trading Standards are responsible for EPCs associated with the Home Report and for other buildings for sale/rental. Building Standards are responsible for all other competence issues on EPCs for sales and rentals. From discussion with the 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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22. EPC EXEMPTIONS

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 ² 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 ² 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.

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23. FARM BUILDINGS

Q.	Are farm buildings covered by legislation? Do they require a non-domestic EPC?
A.	<p>Most buildings which are sold or rented out will require an EPC. The intention is that an EPC is not required for:</p> <ul style="list-style-type: none">(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.hms.gov.uk/legislation/scotland/ssi2004/20040406.htm as amended) <p>Many farm buildings will be subject to the above exemptions.</p>

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24. BUILDING ALTERATIONS

Q.	Regarding energy standards for existing buildings, what constitutes an alteration?
A.	<p>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:</p> <ul style="list-style-type: none">(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. <p>Work 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.</p> <p>It should be noted that an EPC is not required for an alteration to a building.</p>
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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25. SOFTWARE ISSUES

Q.	What is the Environmental Impact (EI) (CO ₂) Rating figure a measure of?
A.	<p>The Environmental Impact (CO₂) Rating relates to the annual CO₂ emissions of dwellings. To assess the rating the amount of kilograms of CO₂ emissions per square metre of a dwelling floor area per annum is calculated (kg.CO₂/m²/year). The result is then converted into a scale ranging from 1 to 100, where an EI rating of 100 represents zero net emissions. The scale can rise above 100 if the dwelling is a net exporter of energy. An EI rating of 1 means that a dwelling has a very poor rating and will produce a large amount of CO₂.</p>

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.	Where can I obtain a list of approved software?
A.	A list of approved software for Scotland for assessment of domestic buildings is available on the BRE website on the SAP 2009 page (www.bre.co.uk/sap2009) and for non-domestic buildings is available on the BSD website on the Section 6 Software page.
Q.	If there are more than, for example, two extensions to a dwelling can an EPC be produced?
A.	Yes, RdSAP 2009 has provision for four extensions.
Q.	Revised full SAP 2009 software was introduced in October 2010 for new dwellings. The EPC generation facility was implemented on 17 April 2011. Should I use SAP 2009 to generate my EPC when I have used SAP 2005 to demonstrate compliance with building regulations?
A.	Yes, the EPC should be produced using approved software which implements the current edition and version of the relevant calculation methodology, currently SAP 2009.
Q.	What software version should be used for non-domestic buildings?
A.	The latest version of the approved software. Further information is contained within the NCM guide for Scotland. http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/publications/ncmguide
Q.	Revised RdSAP 2009 software was introduced on 17 April 2011. Should I use RdSAP 2009 from that date to generate an EPC for an existing dwelling?
A.	Yes. The current edition and version of approved software should be used.
Q.	If I have an Energy Efficiency Rating and Environmental Impact rating from full SAP 2005 software can I recalculate these ratings for full SAP 2009 software?
A.	Most software packages should read either version as the data entered is similar. If the current software is not able to read the data created in full SAP 2005 software then Tables 15 and 16 in the SAP 2009 specification document can be used, as they provide equivalent ratings for full SAP 2005.
Q.	If an NHER survey has taken place, can this data be used in RdSAP to produce an EPC, or will more data be required?
A.	Advice on this issue can be found in the research paper – <u>‘Research into Energy performance data held by Local Authorities for EPBD Compliant Certification of Existing Dwellings’</u> on the Building Standards Division <u>Energy Research</u> webpage.
Q.	Why has lighting been included in the EPC 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 which must be considered in the methodology.
Q.	What is the relationship of ‘removable’ heaters to the RdSAP calculation procedure?
A.	The calculation will assume portable electric heaters if there are unheated habitable rooms. Also portable electric heaters are assumed as secondary heating if the main heating is storage radiators and no other secondary heating has been identified either inserted by the software or indicated by the assessor.

Q.	The ratings are 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. All costs savings presented in an RdSAP EPC and Recommendations Report are calculated using regional weather data.
Q.	Is there any information available on the typical occupancies and typical heating durations used in calculating the asset ratings for dwellings?
A.	These can be requested by e-mail to sap2009@bre.co.uk
Q.	In SAP, how often are the heating and lighting costs used to calculate savings updated?
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 ₂ emissions calculated by the software?
A.	Yes.
Q.	Will BRE approve 'RdSAP software'?
A.	BRE approves RdSAP software which will be used to generate EPCs via an Approved Organisation and which, after testing, meets the requirements set out in the SAP specification. Only approved software can be used by members of Approved Organisations for the purpose of producing EPCs. For further information on the approvals procedure, contact sap2009@bre.co.uk
Q.	Energy costs are based on what rate?
A.	UK fuel prices averaged over the last three years.
Q.	Many properties are not used in a standard way, for example, a tenant stays in most days and uses energy between 4 am and 8 pm. Surely the information is inaccurate?
A.	The EPC is based on standard occupancy and a standard heating pattern. It assesses the dwelling, not 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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26. SHELL AND FIT OUT

Q.	Does an EPC have to be provided if a tenant is intending to fit out the building?
A.	<p>Yes, it is the responsibility of the building owner to provide an EPC to all prospective tenants. Where an EPC already exists, it will indicate the state of the building and installed services at the time of assessment. Alternatively, where no EPC exists, one should be provided based upon an assessment of the building at that point, prior to sale or rental.</p> <p>The following pointers for sale or rental of a building which is designed to be heated should be considered, where building services are not fully present. However, the detail needs to be established at a local level on a case by case basis:</p> <ul style="list-style-type: none"> • No heating – use electric resistance heating as per NCM. • Other services – make as few assumptions as possible and only where necessary to make the calculation work in the calculation software. • Any assumptions that must be made, which involve fixed services which are subject to minimum levels of energy efficiency in building regulations should default to the least onerous levels. <p>Note: where the building offered for sale or rental is a new building, the EPC will be provided as part of the building warrant process. For a shell building with incomplete services installation, the EPC will be based upon a notional services specification which meets building regulations for the proposed building type and use.</p>

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27. BUILDINGS WHICH MUST DISPLAY AN EPC

Q.	Do all buildings frequently visited by the public need to display an EPC?
A.	<p>No. A requirement applies only to buildings which meet the following criteria:</p> <ul style="list-style-type: none"> • the conditioned (heated/cooled) area of the building is over 500 m². • the building is frequently visited, at least weekly, by members of the general public; and • the public have a right of access to the building, or parts of the buildings providing services directly to the public. <p>In all such buildings an EPC must be displayed in a prominent position only where the building has a valid certificate (there is no requirement to obtain one solely for the purpose of display). Examples would include shops, restaurants, and cinemas.</p> <p>However, where such a building is also occupied by public authorities, an EPC must be obtained and displayed in a prominent position.</p>
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.	Can an alternative format to the model certificate be used?
A.	No. The information which is to be detailed on the EPC is described in legislation. It must be produced using asset based methodologies and corresponding software. This is a calculated rating based on the modelled occupation of the building, not on metered data.

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28. MISCELLANEOUS

Q.	I have trained as a Domestic Energy Assessor (DEA) in England/Wales/Northern Ireland, can I produce domestic 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.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/profinfo/epcintro/epcguidadvice .
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, discuss this with your assessor. If your issue is not resolved, 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 which 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 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 500 m ² , it is the floor area of the building which is heated or cooled.
Q.	What is the status of the building logbooks. Are they required as part of the EPC assessment?

A.	<p>For work subject to building regulations, standard 6.8 of the Building (Scotland) Regulations requires that the occupiers of a building must be provided with written information:</p> <ul style="list-style-type: none"> (a) on the operation and maintenance of the <i>building</i> services and energy supply systems; and (b) where any air-conditioning system in the <i>building</i> is subject to regulation 17, stating a time-based interval for inspection of the system. <p>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.</p>
Q.	<p>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?</p>
A.	<p>It is not always possible to make a direct comparison as the ratings are produced differently in Scotland and England & Wales.</p> <p>In Scotland and England, the EPC asset rating for a dwelling directly reports the CO₂ emissions calculated for that building. However, for non-domestic buildings comparison is not possible as, in England & Wales, the asset rating is based on a ratio of the CO₂ emission of the building compared to that of a similar type of building and this is not reported in kg of CO₂. Similarly, large public buildings show an annual operational rating based on the actual energy consumption of the building.</p> <p>From 28 January 2013, the recommendations report for a Scottish non-domestic EPC will state the equivalent rating if assessed using the England & Wales approach. This is provided in support of applications for the Department for Energy and Climate Change (DECC) Feed-in Tariffs incentive scheme.</p>
Q	<p>Are EPCs required for park homes or caravans?</p>
A.	<p>No, these types of properties do not require an EPC.</p>

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