

Guidance on Certificates of Construction covering multi-plot sites

1.1 The Certification of Construction (Electrical Installations to BS7671) scheme requires Approved Certifiers to issue certificates in connection with multiple plots on a single building warrant.

1.2 The revised format of the Certificate of Construction requires the plot number and details to be provided on the certificate in order to tie-in with the respective completion certificate. The final certificate for the last plot on the building warrant must be identified to assist the verifier.

1.3 The guidance below explains the building standards procedure for the submission of a Completion Certificate and how certification practices should support these requirements.

Building Standards System: Completion Certificate Submission

2.1 A building warrant covering multiple dwellings must have a separate completion certificate submitted for each dwelling. Individual Completion Certificates are required to assist the sale of individual dwellings, and prevent long drawn out use of temporary occupation certificates on large sites. In all other cases, there is the option for a completion certificate for each building or one for all buildings on the warrant.

2.2 A Completion Certificate submitted to a verifier may be accompanied by a Certificate of Construction. The Certificate of Construction certifies that specific construction of a building complies with building regulations. If an Approved Certifier is used, certification must cover the work described on the warrant and the Certificate of Construction is provided as evidence to the verifier.

2.3 A warrant covering multiple houses, either detached, semi-detached or terraced, is relatively straightforward due to each house being a clearly defined unit. Flatted developments need more consideration due to the 'common' parts associated with the individual units and the larger building containing the units.

2.4 Before a Verifier accepts a Completion Certificate they must carry out reasonable inquiries to establish compliance with the building warrant and building regulations. A Certificate of Construction for the electrical installation must be accepted as proof of compliance and the installation will not be inspected as part of reasonable inquiry. However, inquiries into other aspects of construction will take place. For multi-plot sites it is easier to consider houses, and flats and maisonettes separately:

- **Housing developments.** The Verifier must consider the communal areas of a housing development before accepting the Completion Certificate for the last house; and
- **Flatted (including maisonettes) developments.** The Verifier must consider the areas communal to the flat or maisonette and the larger

building itself before accepting the completion certificate for each flat or maisonette.

2.5 The statutory Completion Certificate confirms whether the submission covers all the work on the warrant. If not, the last submission must be identified.

Certification Procedures

3.1 To enable a consistent approach, certification procedures should support the building standards system and the following issues should be considered:

a. The Approved Certifier should establish whether their client or the relevant person intends to submit a single or multiple completion certificate(s) for the work on the warrant. Currently this is simple for dwellings as there is no choice; a single completion certificate is required for each dwelling;

b. It is essential, for multiple flats or maisonettes contained on a single warrant, that the communal parts and larger building are considered at each completion certificate submission. In the case of a development of 20 flats there will be 20 completion certificates. For each submission the relevant parts of the communal areas and the larger building must be complete. For houses, before the last completion certificate related to the warrant is accepted, all the communal areas must be complete;

c. A Certificate of Construction submitted with the completion certificate must cover all the work covered by the completion certificate. If not, the verifier must carry out their reasonable inquiries before acceptance. This counteracts the advantages of certification and may require refund of the warrant fee discount;

d. For a new flatted development there may be separate certificates for each dwelling and the communal areas. However, as with completion certificates, there should only be one certificate of construction for each dwelling. The communal areas and effectively the larger building will only be certified once the certificate of construction for the last dwelling is issued. There will obviously be a number of BS 7671 certificates **for new works** supporting the certificates of construction. The case (in b. above) of a development of 20 flats should have 20 certificates of construction, one relating to each dwelling. The relevant communal areas and the larger building must be considered with each completion certificate submission and each certificate of construction. However there may actually be more than 20 BS 7671 certificates for the development. In all cases if the Approved Certifier has any concerns over the communal areas or the larger building the certificate of construction must not be issued;

e. Certificates of Construction must clearly identify the scope of work being certified. A single warrant covering multiple buildings may have multiple certificates. Each certificate must identify the warrant number and description of work together with the address of the building covered by the individual certificate;

However Approved Certifiers must realise that the issue of certificates for each dwelling cumulatively covers the communal areas and larger building;

f. On a large project the electrical installer may change, cease trading or there may be different installers for each phase. The interrelationship between the installers and their responsibilities must be clearly identified particularly in relation to the communal areas and flatted buildings; and

g. The current legislation means that separate completion certificates are required for minor works to dwellings e.g. installing smoke alarms in a block of flats.

NOTE:

Approved Certifiers must provide their clients with relevant BS 7671 certification i.e Electrical Installation Certificates for new electrical installation work. Periodic Inspection Reports are not usually provided for new works.

In addition to the above there may well be a BS 5839-1 fire detection system installed in the common areas of blocks of flats and additionally BS 5839-6 systems installed in each individual flat (dependant upon FA system design, specification and fire risk strategy adopted) this will require to be considered in the submission of relevant certification to the client upon completion of this type of work i.e provision of certification recommended within these codes of practice.

Also there may be emergency lighting systems installed in the common areas of blocks of flats and as above relevant certification as per BS 5266 will require to be considered and submitted to the client upon completion of this type of work.

Summary of the Guidance

4.1 A Certificate of Construction should be submitted with the Completion Certificate submission.

4.2 A Certificate of Construction should be provided for each dwelling (in order to tie in with the legislative requirement for Completion Certificates)

4.3 For developments of multiple dwellings, the Completion Certificates and Certificates of Construction must clearly indicate the dwelling covered. The relevant communal parts and larger building must always be considered by:

- the Approved Certifier before issuing the Certificate of Construction for the dwelling; and
- the verifier before accepting the Completion Certificate for the dwelling.

4.4 In developments of multiple dwellings or other buildings a Certificate of Construction must not be issued unless the Approved Certifier is satisfied that the electrical installation in the communal parts and larger building, in so far as they relate to the dwelling are compliant.

4.5 The Approved Certifier of Construction must be aware of the work and buildings covered by the warrant, the legislative constraints for Completion Certificates and multiple buildings, how the relevant person intends to submit the Completion certificate(s) and when the last certificate needs to be issued.

4.6 Certificates of Construction associated with multiple buildings should clearly state what is certified. They should include the reference and description on the warrant and also, the specific building (or plot) the certificate relates to. It must be identified when the certificate is the final one.

Summary Table

5.1 Annex A contains a simple table summarising the considerations for the types of buildings.

**Directorate for the Built Environment
Building Standards Division**

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ANNEX A – Summary Table

<i>Building type</i>	<i>Completion certificate^{1,3}</i>	<i>Common parts and larger building</i>	<i>Certificate of construction^{2,3}</i>
<i>House</i>	1 per house	The Approved Certifier and Relevant Person should carefully consider the information to be submitted in support of the completion certificate. When the completion certificate for each house is submitted, the verifier must consider the house and the common parts relevant to the house before accepting it e.g. common services. When the completion certificate for the last house is submitted, the verifier must consider the last house and the completed common parts of the development before accepting it.	1 per house
<i>Flat (including maisonette)</i>	1 per flat	When the completion certificate for each flat is submitted, the verifier must consider the flat and the common parts relevant to the flat before accepting it e.g. common services and common stairs. When the completion certificate for the last flat is submitted, the verifier must consider the last flat, the completed common parts of the development and the completed building containing the flat before accepting it.	1 per flat
<i>Other building</i>	Optional – 1 per warrant 1 per building	As appropriate taking account the above	As appropriate taking account the above

Notes:

^{1.} *When multiple buildings are included on a building warrant, a completion certificate is required for each dwelling under regulation 45(1) of the Building (Procedure) (Scotland) Regulations 2004 (as amended). For example, a building warrant for 20 houses or 20 flats will have 20 completion certificate submissions, each relating to individual dwellings. The common parts and larger building are not specifically noted on each completion certificate however they should be considered by the verifier before acceptance. For the first and intermediate completion certificates only the common parts and those parts of the larger building relating to the individual dwelling should be considered by the verifier. The remaining common parts and larger building should be considered with the final completion certificate for the last dwelling.*

^{2.} *Certificates of construction should be provided for each dwelling, as with completion certificates.*

^{3.} *When completion certificate submissions, associated certificates of construction and completion certificate acceptances only cover part of a warrant, the buildings or dwellings involved must be consistently and accurately designated on the following –*

- *Completion certificate submission*
- *Associated Certificate of construction*
- *Acceptance (of completion certificate)*

This ensures accurate details can be entered on the Building Standards Register.