**Common Document Required Prior to a Completion/Final Certificate being issued.**

1. **Electrical Installation Certificate (one of the following)**
   1. Part P registration number of the Part P registered installer who carried out the works or a competent person completion certificate or:
   2. A BS7671 certificate from a competent electrician, we will require copies of the qualification of the installer and also we must have seen the electrical works at pre plaster stages and have been made aware of the installer not being Part P registered.
2. **Gas Installation Certificate**
   1. Installation and commissioning certificate issued by a gas safe registered

installer or a competent person completion certificate.

1. **Oil Fired Installation certificate**
   1. Installation and commissioning certificate issued by an OFTEC or equivalent registered installer or a competent person completion certificate.
2. **Solid Fuel Installation Certificate**
   1. Installation and commissioning certificate issued by an HETAS or equivalent registered installer or a competent person completion certificate.
3. **Unvented Hot Water Cylinder**
   1. Installation and commission certificate to be issued by a competent person holding a relevant qualification, such as a person holding a registered operative identity card for this type of work.
4. **Thermostatic Mixing Valve**
   1. Installation and commission certificate to be issued by a competent person to confirm the TMV has been tested by measuring the fixed water temperature and also carry pout a cold failsafe shut off test.
5. **Fixed Building Services**
   1. Written statement required confirming that the building owner has been provided with sufficient information about the building, the fixed services and their maintenance requirements so that the building can be operated in such a manner as to reasonable conserve fuel and power.
6. **CO2 Emissions Rate Calculation**
   1. **Domestic:** A Standard Assessment Procedure (SAP) calculation is required for all new dwelling on the appropriate software for the year of application of the project. This should be carried out be an accredited assessor and provided prior to commencement. Without this procedure an EPC cannot be provided and therefore a completion certificate not issued
   2. **Commercial:** A SBEM or equivalent calculation is required for all new dwelling on the appropriate software for the year of application of the project. This should be carried out be an accredited assessor and provided prior to commencement. Without this procedure an EPC cannot be provided and therefore a completion certificate not issued
7. **Energy Performance Certificate (EPC)**
   1. An EPC is required prior to completion and prior to sale or letting.
8. **Air Pressure Tests**
   1. An air pressure test is required from a suitably accredited organisation and the results provided to Building Control additionally this result will need inputting into the SAP or SBEM calculation (CO2 Calculation) in order to get an as built result leading to an EPC.
9. **Water Efficiency Calculations**
   1. A water efficiency calculation must be provided on completion, see <http://sites.wrcplc.co.uk/partgcalculator/>
10. **Accredited Construction Details or Approved Thermal Bridge details**
    1. A schedule of the details used and their relevant codes should be provided to Building Control, this may be via the accredited CO2 calculation assessor as these are require for his quality assurance records.
11. **Sound Test or Robust Details**
    1. An Acoustic test is required from a suitably accredited organisation and the results provided to Building Control, the rooms and element to test need to be confirmed with building control prior to testing. An alternative for new dwellings is to use Robust Details Ltd. <http://www.robustdetails.com/>
12. **Fire Detection and Fire Alarm Systems**
    1. Installation and commissioning certificates required by a competent person to BS5839 part 1
13. **Escape Lighting System**
    1. A completion certificate needs to be provided by a competent person to meet BS5266
14. **Fire Sprinkler Installation - Water Suppression Systems**
    1. Installation and commissioning certificate required from a competent installer demonstrating compliance with the relevant British or European Standards
15. **Fire Safety Information (regulation 38)**
    1. Written statement confirming that the fire safety information has been provided to the responsible person so they can operate and maintain the building or extension with reasonable safety. Approved Document B appendix G contains the full information required.