

Policy Guidance Note 34

Energy Performance Certificates

Responsible Officer	Senior Housing Officer – Technical						
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Shetland Islands Council
Policy Guidance Note (PGN)34 – Energy Performance Certificates

Amendment and Authorisation Record

PGN 34 – Energy Performance Certificates

Date	Author	Paragraph ref:	Nature of change	Authorised by
30/5/2011	MH	-	-	JL

Introduction

Due to current legislation all new tenants who rent a property on or after the fourth of January 2009 must be provided with an EPC.

The Energy Performance Certificate is to certify the following.

An indication of the current carbon dioxide emissions.

Give an indication of potential emissions on an annual basis and also the potential energy use of a building.

Record a list of cost effective energy improvements that could improve the efficiency of the building.

It is the responsibility of the building owner to affix and display the certificate to the building, this is a legal requirement, and a suitable location for the certificate is the electrical cupboard.

Implementation

1 The Area Technical Officer (TO) on receipt of the letter of termination will check if the property has a current EPC and if not they will inform Shetland Heatwise that an EPC is required for the property, (Shetland Heatwise has stated that they should be able to produce the EPC in around one week). Copy of email to Shetland Heatwise is to be sent to all of the inspection team, this will ensure that the request for an EPC is not overlooked in holiday times or if a TO is off work.

2 At the time of the full inspection, the TO will install the new certificate on the wall at the side of the HE meter, If the house is on the system as having a current certificate then the TO will check if it is on display and if not they will have to obtain a copy from the house file and ensure it is displayed in the correct location, if the EPC for some reason is not with housing at the time of the full inspection then the TO is responsible to ensure it is obtained and displayed as soon as possible.

The Housing System now has a place on attributes under energy efficiency to log in the EPC's with a rating and a ten year expiry date. The certificate will not require to be updated if alterations are made to the property.