

## EPC/03 - Guidance for Private Landlords on the Provision of Energy Performance Certificates in Existing Dwellings

(92-100) **A**

(81-91) **B**

(69-80) **C**

(55-68) **D**

(39-54) **E**

(21-38) **F**

(1-20) **G**

### 1. Purpose

The purpose of this leaflet is to provide information on Energy Performance Certificates (EPC).

An EPC is a document which states the energy efficiency of a building based on the standardised way that the building is used. Carbon dioxide (CO<sub>2</sub>) ratings are shown in bandings from A to G, with A being the least polluting.

The main focus of the certificate is the amount of CO<sub>2</sub> which is estimated to be released from the building against the emissions that would result if the recommended cost effective improvements were to be carried out. It also allows prospective owners and tenants to compare the performance with other dwellings. The certificate must be fixed to the dwelling and will be valid for a period of 10 years.

### 2. Why have they been introduced?

The earth's natural resources such as oil products, natural gas and solid fuels are limited and steps must be taken to conserve these commodities. Scientific studies have indicated that these resources also generate emissions such as CO<sub>2</sub>, which are considered to have a direct contribution to global warming. Making a building more energy efficient through improvements in heating systems, insulation and air conditioning units will lead to a reduction in energy consumption and in CO<sub>2</sub> emissions.

Scotland, as part of the United Kingdom along with all other EU member states has an obligation under the Energy Performance of Buildings Directive (EPBD) to promote improvement in the energy performance of new and existing buildings.

### 3. What information will be shown?

The Energy Performance Certificate:

- displays an indication of current carbon dioxide emissions;
- provides an indication of potential emissions on an annual basis and also the potential energy use of the building; and
- lists cost effective improvements.

A copy of the certificate can be viewed at:

[http://www.sbsa.gov.uk/european\\_issues/epcformat.htm](http://www.sbsa.gov.uk/european_issues/epcformat.htm)

### 4. When does an EPC have to be produced?

An EPC has to be produced for all dwellings which are sold or rented to a new tenant from 4 January 2009.

### 4. What should we do with the EPC?

Where a dwelling is to be sold or let the building owner must make a copy of the valid EPC for the dwelling available, free of charge, to a prospective buyer or tenant. This could be included with the property particulars.

It is the legal responsibility of the building owner to 'affix the certificate to the building'. The EPC should be indelibly marked and located in a position that is readily accessible, protected from weather and not easily obscured. A suitable location could be in a cupboard containing the gas or electricity meter or the water supply stopcock.

### 6. Do all rented properties require an EPC by the European deadline of 4 January 2009

No. Only new tenants who rent a property on or after 4 January 2009 must be provided with EPC (i.e. new tenancies, not existing tenants renewing a lease).

### 7. Who can provide us with an EPC?

The Scottish Government has entered into protocols with a number of organisations and professional bodies. Details of qualified and accredited members will be made available by the approved organisation. Details of these organisations are available at:

[http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)

### 8. Does the information on the EPC have to be recorded anywhere?

The EPC will be sent to the Home Energy Efficiency Database (HEED) held by the Energy Saving Trust via the approved software.

### 9. Are we required to produce an EPC for every dwelling?

Yes. An EPC is required for every dwelling which is rented out. It would not be acceptable to, for example, produce one certificate for an entire block of flats.

### 10. What does the 'energy efficiency rating' on the EPC mean?

It shows the energy efficiency of the dwelling at present (current) and the efficiency if the cost effective measures (where provided) were implemented in the future (potential). This is based on the information about the dwelling, not the way in which it or the appliances within the building are used.

### 11. What does the environmental impact (CO<sub>2</sub>) rating on the EPC show?

This shows the amount of CO<sub>2</sub> emissions from the dwelling at present (current) and the emissions in future (potential) if the cost effective measures were introduced.

### 12. The EPC lists 'cost effective improvements'. What does this mean?

These are low cost ways in which you can reduce the CO<sub>2</sub> emissions from the dwelling, and increase energy efficiency. Examples could be to fit low energy light bulbs, or to increase the insulation in the loft. The suggested improvements will be considered to be cost effective at the time the EPC was produced, although this may change over time.

### 13. Do building owners have to carry out the 'cost effective improvements'?

No, but you may wish to give serious consideration to these possible improvements as not only will they reduce the carbon emissions generated and save energy but also

make your building more attractive to a prospective tenant.

### 14. When should an EPC be updated?

An individual EPC is valid for a period of ten years. If major works were to be undertaken during this period, building owners may choose to update the certificate. However, this is not mandatory.

### 15. Do I have to update the EPC after 10 years?

No, only if you sell or rent out the property after the 10 year period. The same EPC can be passed to subsequent tenants if it has been produced by a member of an approved organisation, within this 10 year period

### 16. My building is a mixture of flats and shops – what type of EPC do I need?

A separate EPC will be required for each part of the building, both dwelling and non dwelling.

### 17. How do we get a replacement EPC if it becomes damaged or destroyed?

If the property was a new building when the EPC was prepared, this information should be held by the local authority, if not contact the approved organisation that produced the EPC. The local authority or the approved organisation may make a charge for this service. Details of who can undertake this work is available from the website at:

[http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)

### 17. I understand that 'additional information' can be generated to complement the EPC. What is this?

RdSAP (the software used to produce the EPC) will also provide an energy report which provides more detailed energy information and

advice on other higher cost measures you can take to improve energy efficiency. You can send this to tenants with the EPC but this additional advice is optional.

## 19. Information and contacts

Further advice and information is available from our website:

- [http://www.sbsa.gov.uk/european\\_issues/euroguidance.htm](http://www.sbsa.gov.uk/european_issues/euroguidance.htm)

Approved EPC organisations:

- [http://www.sbsa.gov.uk/european\\_issues/epcprotocols.htm](http://www.sbsa.gov.uk/european_issues/epcprotocols.htm)

The Technical Handbooks:

- [http://www.sbsa.gov.uk/tech\\_handbooks/tbooks2008.htm](http://www.sbsa.gov.uk/tech_handbooks/tbooks2008.htm)

Contact:

Energy Team  
Building Standards Division  
Directorate of the Built Environment  
Denholm House  
Almondvale Business Park  
Livingston  
EH54 6GA

Telephone: 01506 600400

E-mail: [info@sbsa.gov.uk](mailto:info@sbsa.gov.uk)

Website: [www.sbsa.gov.uk](http://www.sbsa.gov.uk)

Advice on how to improve the energy efficiency of your dwellings can also be obtained from the Energy Saving Trust at [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)

Directorate for  
The Built Environment



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## Building Standards Division