

Building Control Solutions

Homeowner Guide 21

Using Competent Person Schemes



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Competent Person Schemes (CPS) What are they?

Competent Person Schemes (CPS) were introduced by the Government to allow individual installers to self-certify that their work complies with the Building Regulations.

CPS schemes will give people who are competent in their field, the ability to self-certify that their work complies with the relevant functional requirements of the Building Regulations without the need to submit an application to the Local Authority Building Control body.

Many jobs in the home need to be notified to and approved by your Local Authority Building Control unless carried out by an installer who is registered with a CPS. If the work has not been notified or carried out by a registered CPS installer you will have no record that the work complies with Building Regulations.

Why do I need an installer who is registered with a Competent Person Scheme?

An installer registered with a CPS is qualified to carry out specific types of work in accordance with Building Regulations and will deal with Building Control issues for you. By having such registration, you will usually have access to insurance backed warranties and a robust complaints procedure to use in the unlikely event work is found to be non compliant.

An installer registered with a Competent Person Scheme should notify us on your behalf and will issue you with a certificate on completion which can be used as proof of compliance.

It is strongly advised that you check that your registered CPS installer has notified WBC Building Control of your installation, and that you retain a copy of the installer's certificate for your records. This will be important when you come to sell your home.

Please note that if you do not use a CPS registered installer you have to submit a Building Regulation application to us. We would then inspect your installation, and issue a certificate on satisfactory completion. This will involve an application charge to cover our costs and if we need to commission specialists to assess the works.

Listed below are examples of typical work that you do or do not need to notify us before starting. Please note that this list is not complete and there will be other work not listed here that you will need to notify. For some types of work marked * you may not need to notify in certain circumstances.

If you are in any doubt please contact WBC Building Control for further advice.

When you need to tell us

Unless the installer is registered with a CPS you do need to tell us about the following work:

- new installation or replacement of a heating system or any boiler, regardless of fuel type
- new installation or replacement of an oil tank
- installation of a new bathroom or kitchen if existing electrics or plumbing are altered or if new electrics or plumbing are installed
- installation of fixed air conditioning systems
- installation of additional radiators to an existing heating system*
- new electrical installations in bathrooms, kitchens and outdoors*
- replacement window and door units

- replacement of roof coverings on pitched and flat roofs
- Micro-generation and renewable installations, e.g. solar panels (please refer to our guide CG20)

When you do not need to tell us

You do not need to tell us about the following work - but you can still use an installer who is registered with a CPS.

- most repairs, replacements and maintenance work (except replacements of combustion appliances, oil tanks, electrical consumer units or glazing units which do need to be notified)
- additional power points or lighting points or any other alterations to existing circuits (except in bathrooms, kitchens or outdoors*)
- like for like replacements of baths, toilets, basins or sinks

Typical types of work covered by Competent Person Schemes (name of CPS in brackets):

Installation of Gas Appliances:

Gas Safe Register (GSR)

Installation or replacement of hot water and heating systems connected to gas appliances: **Certsure, APHC, Benchmark, BESCA, Capita, HETAS, NAPIT, OFTEC, STROMA.**

Installation or replacement of oil-fired boilers, tanks and associated hot water and heating systems: **Ascertiva, Certsure, APHC, Benchmark, BESCA, ECA Certification, HETAS, NAPIT, OFTEC, STROMA (for hot water and heating only).**

Installation or replacement of solid fuel burners and associated hot water and heating systems: **Certsure, APHC, BESCA, HETAS, NAPIT, OFTEC, STROMA (for hot water and heating only).**

Heating and hot water systems in dwellings connected to an electric heat source: **Certsure, APHC, Benchmark, BESCA, HETAS, NAPIT, OFTEC, STROMA.**

Installation of fixed air conditioning or mechanical ventilation systems: **Certsure, BESCA, NAPIT, Stroma.**

Any electrical work in dwellings: **Certsure, Benchmark, BESCA, BSI, NAPIT, OFTEC, STROMA.**

Electrical work only in association with other work e.g. kitchen installations, boiler installations, bathroom fitting, fire alarm/security system installations. **Certsure, APHC, Benchmark, BESCA, NAPIT, OFTEC, STROMA.**

Replacement windows, doors, roof windows or rooflights in dwellings: **Certsure, Benchmark, BM TRADA, BSI, CERTASS, FENSA, NAPIT, Network VEKA.**

Replacement windows, doors, roof windows or rooflights in other buildings: **BM TRADA, Certsure, CERTASS, FENSA, Stroma.**

Installation of plumbing and water supply systems and bathrooms and sanitary ware: **Certsure, APHC, Benchmark, BESCA, NAPIT, HETAS, Stroma.**

Replacement of roof coverings on pitched and flat roofs (not including solar panels): **NAPIT, NFRC.**

Installation of microgeneration or renewable technologies: **Certsure, APHC, Benchmark, BESCA, BSI, HETAS, NAPIT, OFTEC, STROMA, BRE Global.**

Installation of cavity wall insulation:
Certsure, CIGA, Benchmark, NAPIT, Stroma.

Need Help?

Our Building Control Surveyors are happy to give guidance and answer questions, how ever trivial you think they are. They would rather tell 20 people the same thing, than risk one person being injured as a result of unauthorised building works.

Visit our website

For a wealth of information including application forms, guidance on charges and latest news in the world of Building Control, why not visit our website at www.bcsolutions.org.uk

Other approvals

In addition to Building Regulation approval, you may also require Planning Permission in certain circumstances.

Please contact the relevant Council's Development Control Team for further advice.



Tel: 0300 790 0580
www.bcsolutions.org.uk

