

## **DEC Launch 14 April Detailed Guidance For Occupiers**

### **Information requirements for preparing a Display Energy Certificate**

#### **Detailed guidance for occupiers of “public” buildings**

##### **1. Introduction**

Communities and Local Government (CLG) have published guidance that will help you identify whether you need to produce and display a Display Energy Certificate (DEC) and obtain an Advisory Report (AR) for your building. The guidance here indicates what information you will need to provide in order to obtain a DEC and an AR once it has been ascertained the building(s) occupied qualify under the regulations.

In this context the term “building” may refer to a number of buildings on a site, an individual building, or parts of a building “designed or altered to be used separately”. In this note the term “building” is taken to mean the parts of a building, building or group of buildings, for which you have determined that you need to display a DEC and obtain an AR.

##### **2. General requirements**

To calculate the Operational Rating (OR), and produce the DEC, for your building the appointed energy assessor will need to have access to the following information. If you are unable to provide this information, the assessor will need to obtain it from other sources.

The basic forms of information needed are:

- Identification of your building and the activities for which it is used
- The internal area of your building
- The energy consumed by your building over the year for which it is to be assessed
- Details of the building’s assets that affect energy consumption (e.g. insulation, building services, etc.)

The energy assessor will also need to be given access to earlier EPCs, Recommendation Reports, DEC’s and accompanying Advisory Reports. The assessor will be able to access these documents via the Government’s central register if the certificates’ and reports’ unique reference numbers are provided.

##### **3. Identifying your building**

When you have determined the extent of the building for which you need to display a DEC, the assessor will need the name that you wish to appear as the “name of the building occupier organisation” on the DEC, together with the building’s address and postcode.

You will need to inform the assessor whether the indoor environment of the building is conditioned primarily using natural ventilation, mechanical ventilation, air conditioning, whether it operates in “mixed mode” (can operate with either air conditioning or natural ventilation), or is conditioned in any other way.

You will need to discuss and agree with the assessor how to describe the main activity carried out in the building. The main activity will be used by the assessor to identify which category the building is in, against which your building’s performance will be compared.

Your building may contain areas in which different categories of activity take place, and you or your energy assessor may choose to divide the building into areas to associate with each activity, so that each may make use of a different category in a multi-use comparison. If so, you will need to provide measurements of each part of the building that will be identified as a separate activity category.

### ***Occupancy***

Where you think that you occupy your building for longer periods than is typical for building of your type, then you should discuss this with the assessor as it may be possible for a correction to be made in the calculation of the Operational Rating (OR) to take this into account.

You will need to provide the assessor with robust documentary evidence of the occupancy of the building. This can be based on attendance records, survey results or published opening hours for the building.

Where different parts of the building have different occupancies the lowest occupancy must be used, unless occupancy is assessed in each part and the occupancies combined using the percentages of overall floor areas - i.e. using an area-weighted average.

## **4. Area measurements**

The assessor will need to know or measure the internal area of your building in square meters. You may have this recorded directly (in either square meters or square feet) in the building documentation. Alternatively you may need to provide the assessor with floorplans or drawings of the building that can be used to measure floor areas. If you have none of these then the assessor will need to prepare sketches of, and physically measure, the internal dimensions of your building.

If you occupy parts of a building, or a number of buildings on a site served by site metering or billing, the assessor will need the areas of each part of the building, or of each building on the site, that you occupy.

The calculation of your building’s Operational Rating will use the Total Usable Floor Area (TUFA).

### ***TUFA***

The Total Usable Floor Area (TUFA) is defined in the Building Regulations Approved Document L2A (2006) as the total area of all enclosed spaces measured to the internal face of the external walls, that is to say it is the gross floor area as measured in accordance with the guidance issued to surveyors by the Royal Institution of Chartered Surveyors (RICS). In this convention:

- the area of sloping surfaces such as staircases, galleries, raked auditoria, and tiered terraces should be taken as their area on plan; and
- areas that are not enclosed such as open floors, covered ways and balconies are excluded.

#### ***Alternative measures of floor area***

If your building is an office, you may know the Net Lettable Area (NLA). The Assessor can use this directly in the OR calculation, but it will be converted to TUFA using a standard, conservative, conversion factor that may not be appropriate to your building. If you can obtain the TUFA directly you will obtain a more accurate result from the calculations.

If your building is used for retail purposes, you may know the Sales Floor Area (SFA). This can also be used directly in the OR calculation, but will be converted to TUFA using a conservative conversion factor. Providing the TUFA directly will produce a more accurate result.

#### ***Accessible unconditioned areas***

If parts of your building are accessible but “unconditioned”, you will need to identify these areas to the assessor. An “accessible unconditioned” area is defined as a covered area that is neither heated, cooled nor ventilated (for example attics and basements). The assessor will need to know the TUFA of any such areas.

#### ***Activity areas***

Particular areas in your building may be used for activities that are different from the main activity specified. If you want to identify parts of the building that will be associated with different activities from the main activity type, then you will need to describe and provide measurements of the areas of each of the activity types in the building. If you do not have the measurements, then the assessor will need to prepare sketches of, and physically measure, the internal dimensions of these areas.

#### ***Separable energy uses***

Particular area in your building may be used for activities that are significantly more intensive in their use of energy than those usually found in your type of building. Including these in the assessment of your building would result in a misleading Operational Rating.

The following activities may be allowable as “separable” areas:

- Regional server room
- Trading floor
- Bakery oven
- Sports flood lighting
- Furnace, heat treatment or forming process
- Blast chilling or freezing

If these areas are included in a list of “allowable separable energy areas” for your type of building, then they can be separated from the assessment under certain circumstances.

If your building includes one of these energy uses, you will need to discuss with your assessor whether separating out the relevant energy and area from the assessment is allowed for your type of building. If so, the assessor will need the relevant TUFA. You must also have separately measured all of the energy consumed in that area over the assessment period.

You will need to provide the assessor with a “Separable Energy Record” signed by your property manager in which you confirm you have:

- Permanently sub-metered energy use for this specific activity
- Meter readings and analysis for the rating period (equivalent to those needed for the main part of the building)
- Measured and recorded the associated floor area
- Assessed the separable activity for energy use and efficiency within the last two years, and that you have a documented review of the assessment, including proposals for improvement

## 5. Energy measurements

Energy measurements are fundamental factors in the calculation of the OR, and the ideal situation would be that all the energy consumed in your building would be metered. Energy measurements will normally be found from:

- On-site energy meters (building or site-wide meters)
- The building landlord or representative
- The utility supplier
- The district heating/cooling provider
- For liquid and solid fuels monitoring systems must be implemented

Energy consumption is ideally obtained directly from on-site incoming energy meters, or from energy supply company bills based on readings covering the relevant period. If you do not have responsibility for this yourself, then you may need to obtain this information from your landlord, or you may need to obtain estimates from your energy suppliers. It is not permitted for the assessor to use energy consumption estimates other than those provided by utilities suppliers.

Where the space occupied is part of a whole building (e.g. two floors in a 10-storey building) a completed Landlord's Energy Statement would be an appropriate method for the Landlord to collect and provide the necessary data. Further details can be found at [www.bpf.org.uk](http://www.bpf.org.uk) or [www.les-ter.org](http://www.les-ter.org)

You will need to identify for the assessor what each individual meter, or supplier estimate of energy consumption, is used for and the areas served by the metered or estimated energy.

The assessor will need to know the start date and end date of the periods over which energy measurements, or energy supplier estimates, have been made for each of the fuels or energies used in the building.

The primary need is that you are able to identify all, or nearly all, of the energy that your building has consumed over the 365 day period for which the building will be assessed – called the assessment period. Your assessor will be asked while carrying out the calculation of the OR whether at least 95% of the energy used by the building can be accounted for. If the assessor cannot make that assertion, then the building will be given a 'default' Operational Rating of 200. This indicates a CO<sub>2</sub> emissions rate of double the amount typical for the type of building selected, and is associated with a Grade G label (worst performer). Other comparative indicators will also be set at double the values typical for your building type.

### **5.1 Solid and liquid fuels**

Your consumption of some liquid fuel may be metered. Where this is not the case, and where the energy is supplied in the form of solid fuel, you will need to provide the assessor with delivery records and, where possible, details of tank levels or stock holdings at the beginning and end of the assessment period.

### **5.2 District heating or cooling**

Where you are using energy provided from a district heating or cooling scheme, and your supply is not metered at entry to your building, you will need to obtain a statement or estimate of the energy you have consumed over the relevant period from the supply company.

You will also need to obtain a statement from the district energy supplier, of the carbon dioxide (CO<sub>2</sub>) content per kWh of the energy supplied.

### **5.3 On-Site Renewables and LZC**

On site renewables (OSR) or low and zero carbon (LZC) technologies include aero-generators, photovoltaics and solar hot water heating that provide electricity or thermal energy, and other low carbon technologies such as biomass boilers, heat pumps and CHP.

If you have made use of OSR and LZC technologies to provide electricity or heat for use in your building, the DEC may acknowledge how these have contributed toward reducing the carbon dioxide emissions of your building. However, to include the contribution of these technologies, you will need to have metered their energy output directly throughout the whole period of the assessment.

## **6. The Nominated Date**

The DEC produced for your building will be valid for a period of 12 months beginning with the “nominated date”. The nominated date is a date no later than three months after the end of the period over which the OR is calculated, the assessment period. The date is nominated by the energy assessor who issued the certificate, and the assessor will most likely need to agree this date with you.

No gap is allowed between successive assessment periods, but an overlap, of up to three months, is allowed. These allowances are intended to allow the assessment period for the DEC to be aligned with other accounting periods (for example for large building portfolios) or with other existing administrative periods. You may need to discuss with the energy assessor whether moving the date of the next assessment would allow you to improve your access to, and the quality of, energy consumption information.

## **7. The Advisory Report**

An Advisory Report (AR) should accompany the DEC. While DEC's are valid for one year, ARs are valid for up to seven years. The accredited energy assessor employed to produce a DEC will also be able to advise and produce an AR as required.

Occupiers in possession of an AR are advised to seek further detailed professional advice before reaching any decision on how to improve the energy performance of the building.

## **8. Existing information**

If you have already obtained an Energy Performance Certificate and Asset Rating for your building, the assessor will need to see a copy of these to obtain the Asset Rating of your building. The assessor will also need to see the associated Recommendation Report. If these are not readily available the assessor can, with your permission, obtain these from the Government's register using the certificate's and report's unique reference numbers.

In future years, where you have previously obtained and displayed a DEC, the assessor will need:

- The current (expiring) DEC Unique Reference Number, or a copy of the actual certificate and accompanying Advisory Report
- Where applicable, the URN of the DEC preceding the current (expiring) DEC

If this is the first time you are obtaining a DEC, then you will also be provided with an Advisory Report. However, if you have already obtained a DEC and Advisory Report, the assessor will need to know whether you require a new Advisory Report. An Advisory Report is valid for 7 years, but you may wish to obtain a new report before the validity of an existing one has expired, particularly where you may have acted on any of the recommendations contained in the current report to improve the building's energy efficiency.

You should also show the energy assessor the report and recommendations from any other form of energy survey that you might have commissioned for your building, such as those supported by the Carbon Trust, CIBSE, or any other organisations, or professional bodies.