

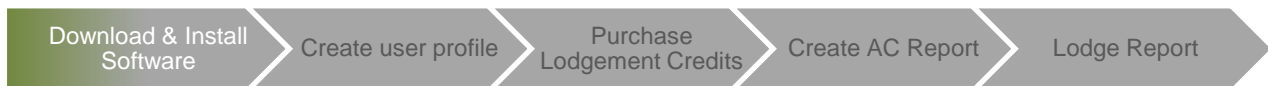


LCEA guidance notes for the DCLG AirCon Report Software

The following guide has been prepared for all CIBSE fully registered Air Conditioning Inspectors to assist them in the preparation, production and lodgement of Air Conditioning Inspection Reports (ACIRs) utilising DCLGs AirCon Report Software.

By the end of this guide, you will know how to use the software, produce reports, lodge them through the lodgement portal and retrieve the reports from the Landmark register.

The lodgement of ACIRs has been a mandatory requirement since April 2012. Only a lodged report, stored on the Landmark register, is considered to be a valid report with which your client will comply with the legislation.



All CIBSE Certification fully registered Air Conditioning Inspectors can download and install the new DCLG AirCon Report Software.

This section will guide you through the process of downloading and installing your Landmark digital certificate which will allow you to access the “Authorisde Users” area of the register’s webiste, and also how to download and install the DCLG AirCon Report Software on your PC.

Downloading and installing Landmark digital certificate

Downloading and installing the digital certificate for Landmark is a simple and straightforward process, as follows:

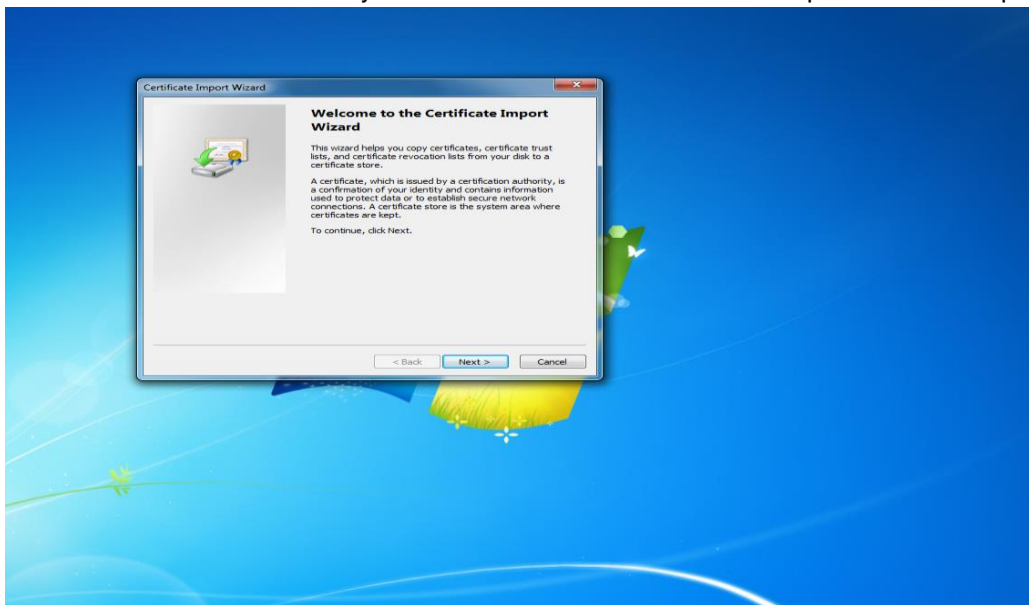
1. Login to the CIBSE Certification lodgement portal <https://lodgement.cibsecertification.co.uk> using the details given to you in your ‘registration’ email
2. Once logged in, please click on the “Downloads” tab
3. In this tab assessors can download the zip file which contains the digital certificates and passwords. They can also download the guide describing the installation procedure. Download the zip file on your PC and note the location were the zip file is saved.

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Downloads

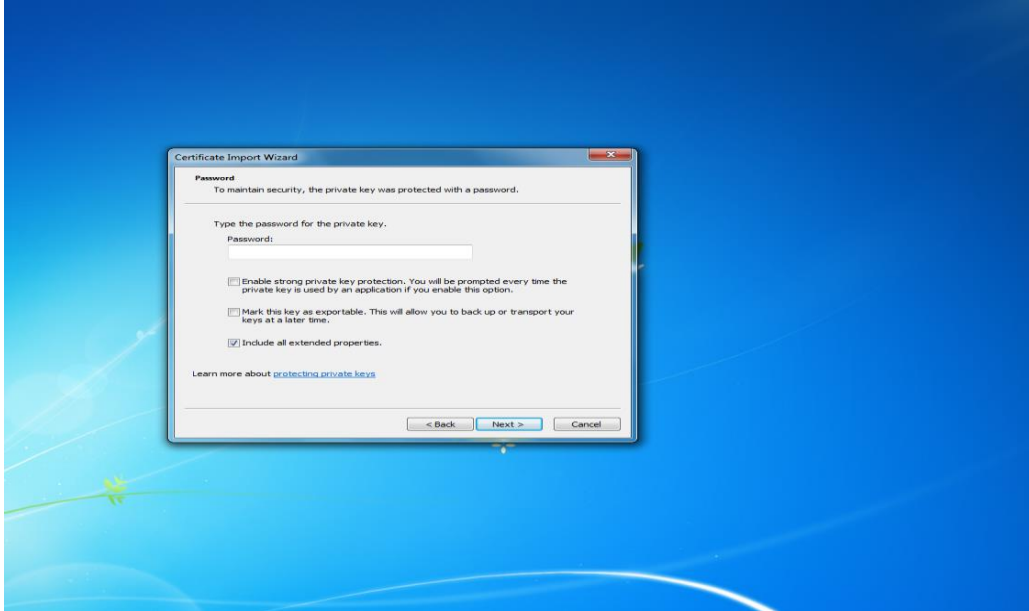
Title	Description	Download
Lodgement Quick Start Guide	LCEA guidance notes for website.	DOWNLOAD
QA Quick Start Guide	A manual for LCEAs that provides instructions for CIBSE's QA process.	DOWNLOAD
Registry (Landmark) Digital Certificate	The current Landmark digital certificates for England and Wales and Northern Ireland are available below. The certificates provide access to otherwise restricted areas of the Landmark Register. The download is a zip file of a folder containing the certificates and a text file containing the certificate passwords.	DOWNLOAD
Guide to Installing Registry (Landmark) Digital Certificate	LCEA guidance notes on downloading and installing the Landmark Digital Certificate.	DOWNLOAD
Current Central Information Point (CIP)	CIP: The latest version of the Central Information Point (CIP). The CIP holds information used by the Operational Rating calculation software and the Advisory Report generation software.	DOWNLOAD
LCEA Marketing Toolkit		DOWNLOAD
ACI's Marketing Toolkit		DOWNLOAD
LCC Marketing Toolkit		DOWNLOAD
CIBSE Energy Assessors SCOTLAND Toolkit		DOWNLOAD

4. After the download is complete, please go to the folder were the zip file was saved.
5. Double-click on the zip file to access it and you should see that this contains:
 - A digital certificate (CIBSE_V2_ND_EW_MEM_LIVE.p12) for the register for Non-Domestic properties in England and Wales <https://www.ndepcregister.com/>
 - A digital certificate (CIBSE_ND_NI_MEM_LIVE.p12) for the register for properties in N.Ireland <https://www.epbniregisternd.com>
 - A text file containing the passwords for the two certificates mentioned above
6. Double-click on the certificate you need to install and a certificate import window will pop-up.

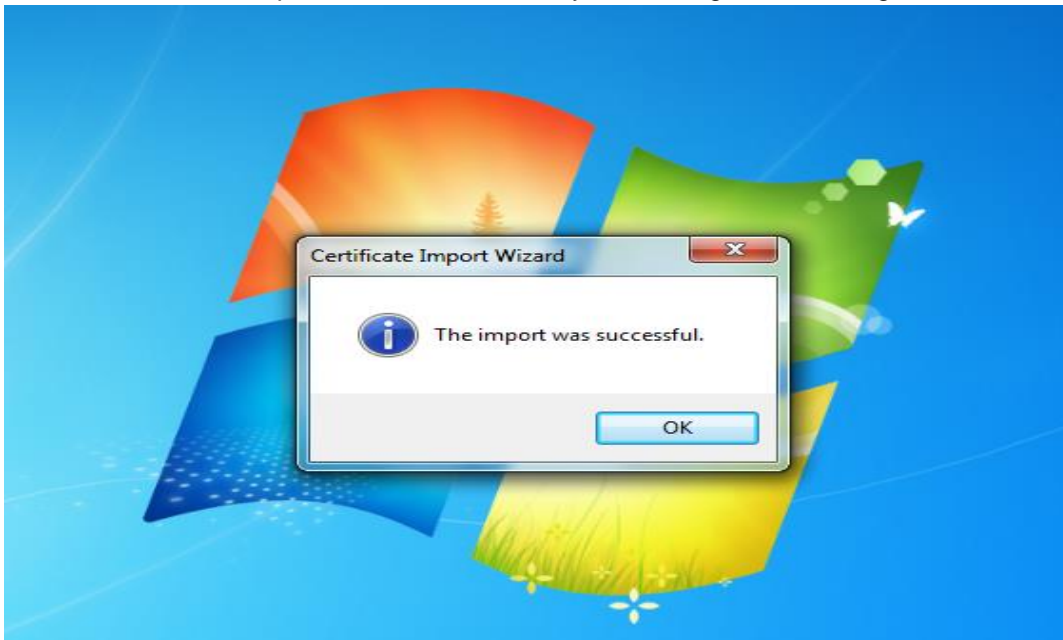


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7. Please click on 'Next' without changing any of the settings until you reach the page where the password is required. Copy the password for this certificate from the text file and paste it in this field. Click on "Next" without changing any of the settings

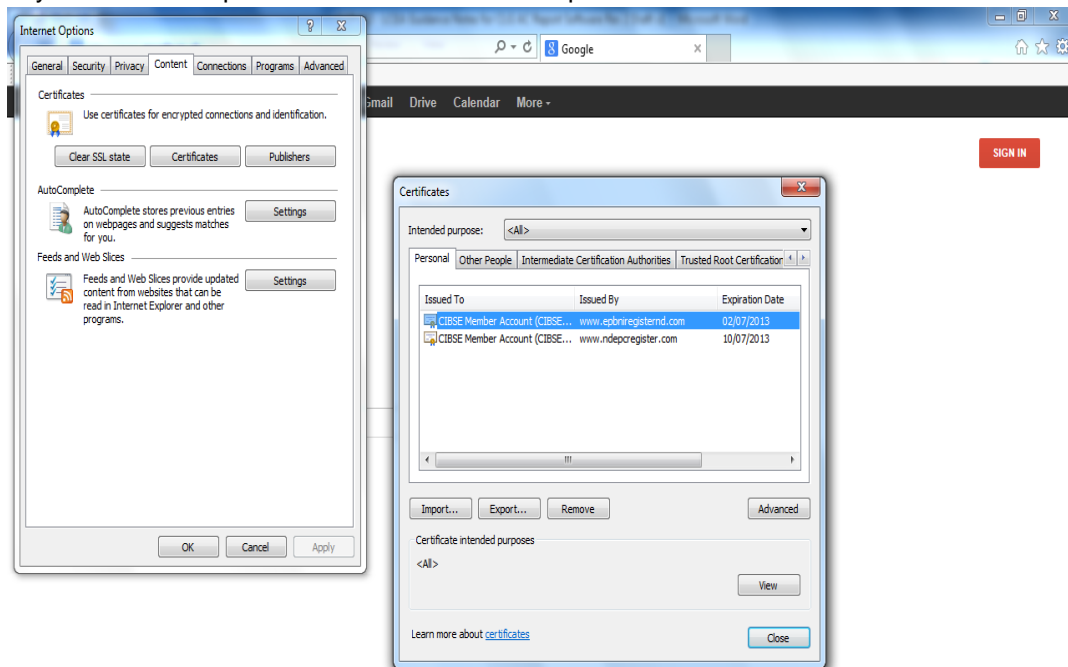


8. Click on 'Finish' to complete the installation and you should get the message below:

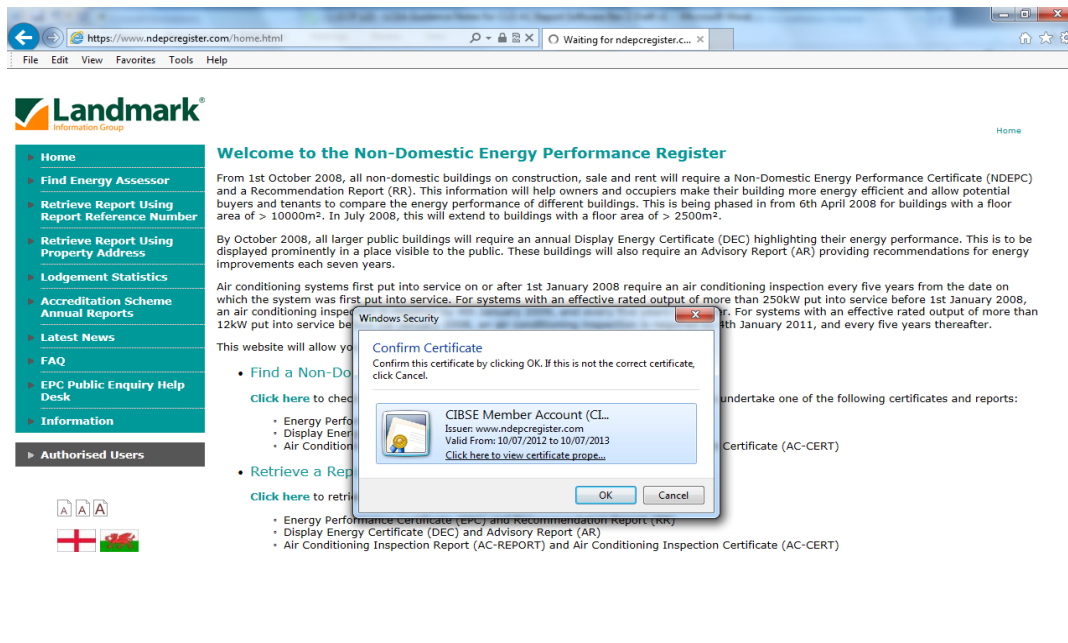


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9. You have now successfully imported your digital certificate for Landmark. You can check this in your Internet Explorer from Tools->Internet Options->Content->Certificates.

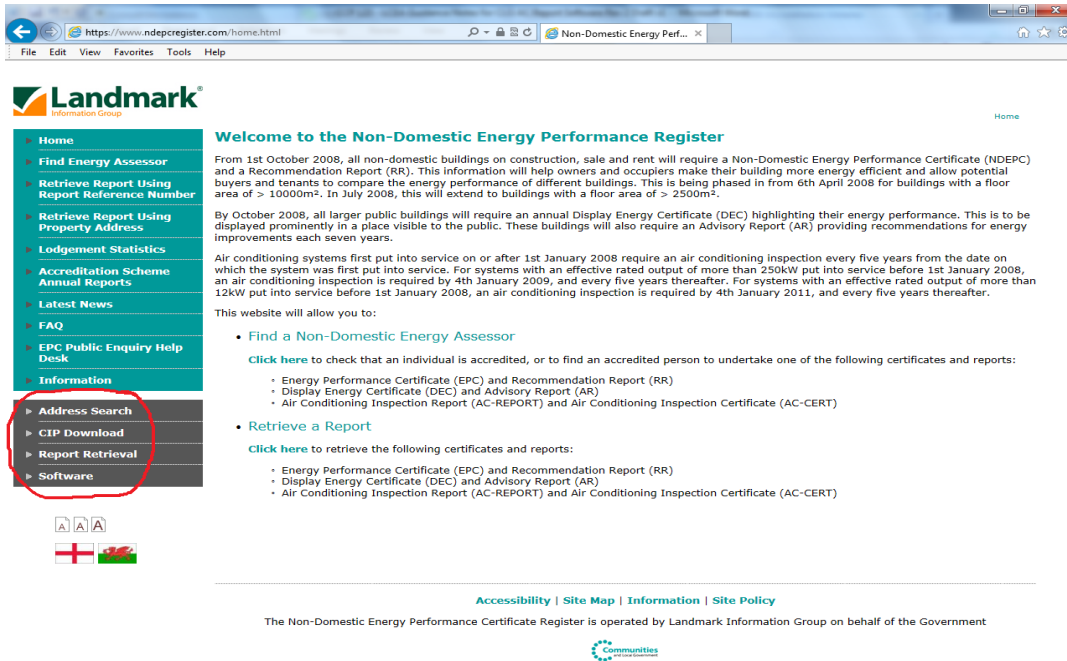


10. You can now access the 'Authorised Users' area in Landmark (<https://www.ndepregister.com>). Click on the "Authorised Users" option on the left side of the webpage, a window will pop-up for you to select the digital certificate. Please select your certificate and click 'OK'. Accept the terms and conditions for full access to the "Authorised Users" area.

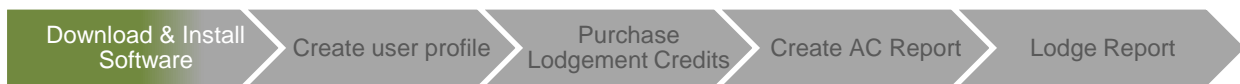


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11. Please note that you now have four additional option on the left side of the webpage.

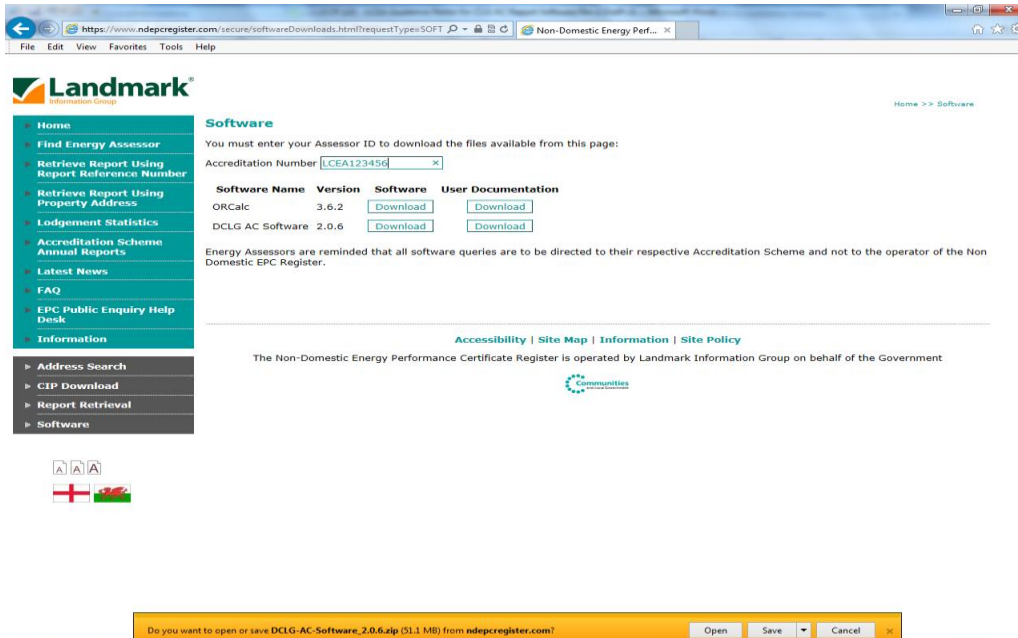


The screenshot shows the Landmark website's navigation menu. The 'Software' option is highlighted with a red circle. The main content area displays information about the Non-Domestic Energy Performance Register, including a welcome message and a list of services available to users.



How do I download and install the DCLG AirCon Report Software?

1. Please go to the Landmark website (<https://www.ndepcregister.com/>) and access the "Authorised Users" area, as explained above.
2. Please click on "Software" and insert your LCEA number in the field next to 'Accreditation Number'. Please ensure that you use your full registration number (6 digits), eg. LCEA123456.

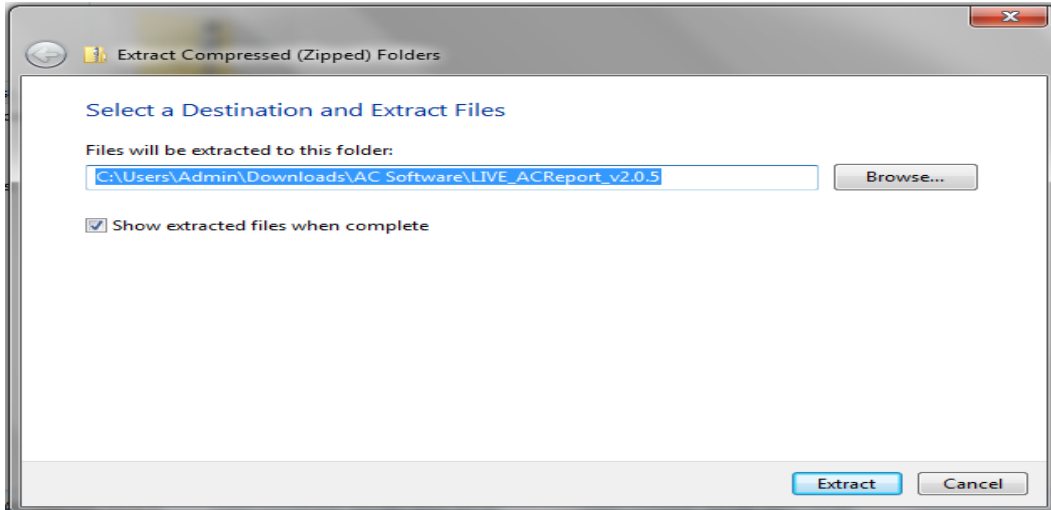


The screenshot shows the 'Software' page on the Landmark website. It features a table with columns for Software Name, Version, Software, and User Documentation. The 'DCLG AC Software' row is highlighted, and a 'Download' button is visible next to it. Below the table, there is a note about Energy Assessors and a footer with accessibility and site information.

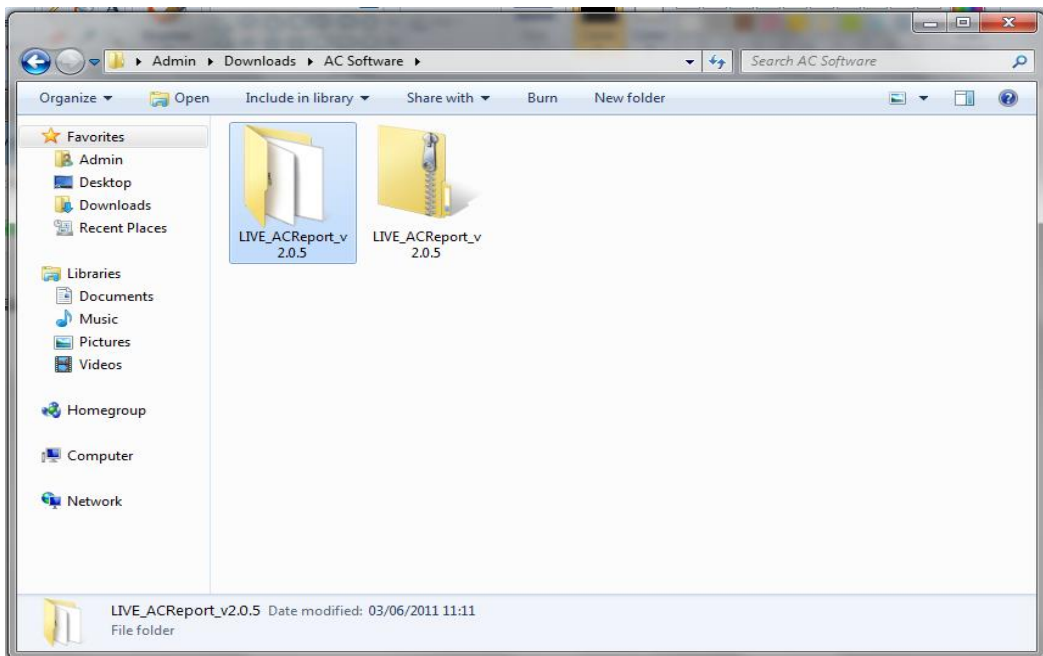
Software Name	Version	Software	User Documentation
ORCalc	3.6.2	Download	Download
DCLG AC Software	2.0.6	Download	Download

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3. Please click on 'Download' for DCLG AirCon Software v2.0.6 (correct version at the time) and save the zip file on your computer, please note the location where this is saved.
NB. The version will change when there is an update, the most up to date version will always be on Landmark.
4. Please go to the location where the .zip file was saved, right-click on the file and select "Extract All". Follow the Windows ZIP assistant to extract the DCLG AirCon Report Software installation files to your desired location.

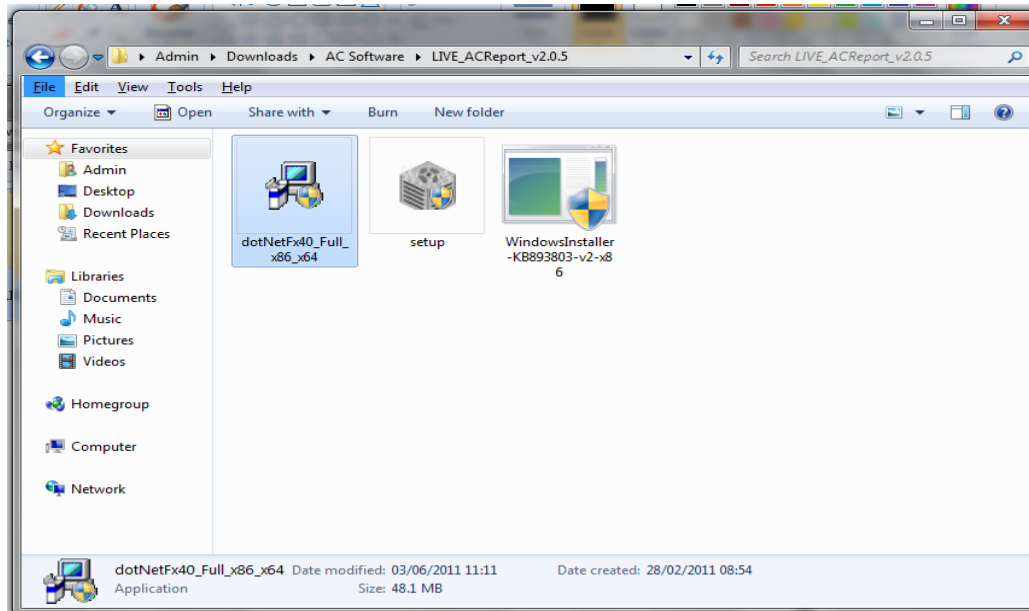


5. Go to the folder where the extracted DCLG AirCon Report Software files were saved to start the installation process.



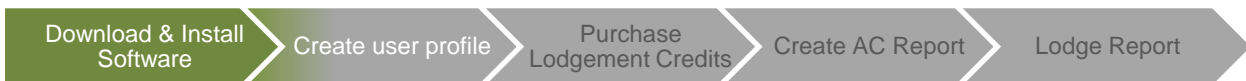
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6. The DCLG AirCon Report Software comes with two installation files:
 - Microsoft .NET (dotNetFx40_Full_x86_x64)
 - “Setup” (AirCon Report Software installation package)



7. Double click on Microsoft .NET (dotNetFx40_Full_x86_x64) to install this software. The DCLG AirCon installer will fail to initialise, if this step is missed.
8. Once .NET has been installed, double click on the DCLG AirCon installer (Setup) and follow the steps on screen.
9. Once the DCLG AirCon Software has been installed, click on the Start Menu > Program Files > DCLG AirCon Software > Start DCLG AirCon Software to start the AC software for the first time.

You have now completed the DCLG's AirCon Report Software Installation. If the process was completed successfully, you should be able to see the new software under your programs in the start menu.



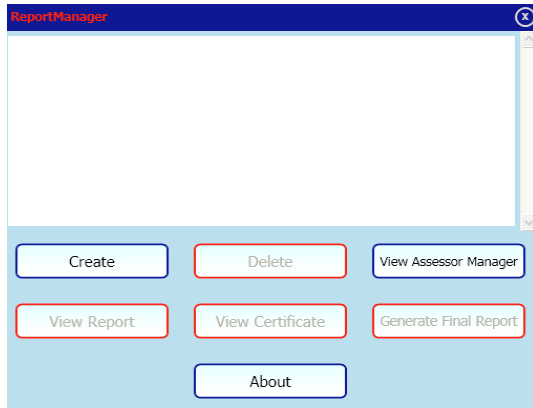
Creating an assessor profile for use with the DCLG AirCon Software

To successfully complete this step:

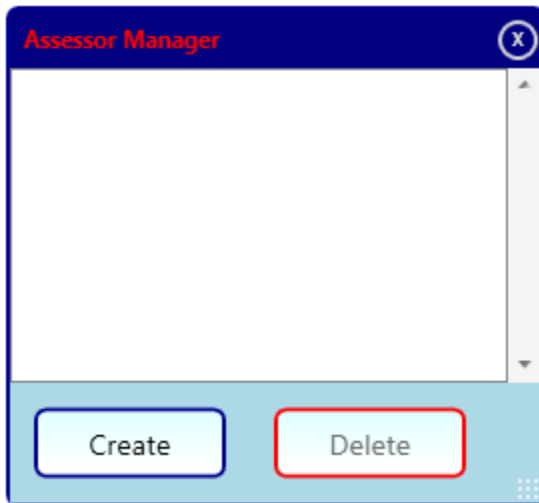
- You will need your lodgment portal username and password to login to the website
- You will need to have the lodgment portal profile page open in your web browser

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1. Go to Start > Program Files and open the DCLG AirCon Report Software, the following “Main” screen will be displayed.



2. On the main screen, click on Assessor Manager to create your assessor profile



Download & Install
Software

Create user profile

Purchase
Lodgement Credits

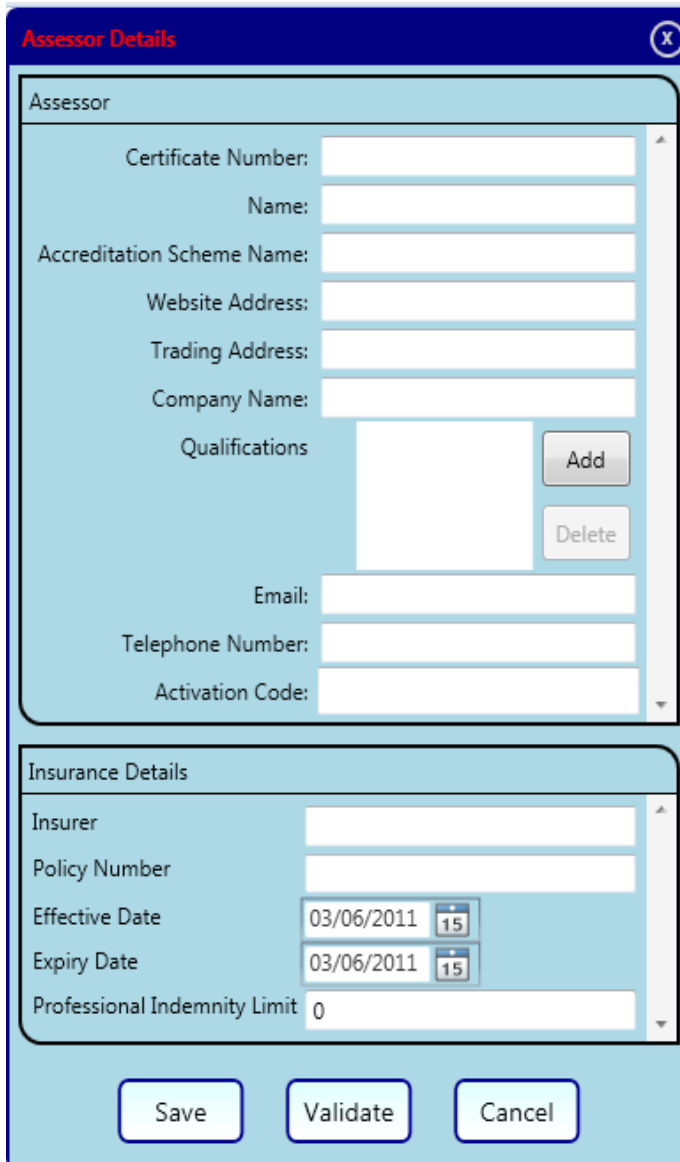
Create AC Report

Lodge Report

3. Fill in your Assessor Details. Please note that these MUST be copied and pasted from your profile on the lodgment portal website as they are case sensitive!

In order to complete this step, you will need to be logged into the lodgment portal.

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Certificate Number: Your LCEA Number in the correct format. LCEA (4 Letters) followed by 6 Digits. Eg: LCEA123456, or LCEA001234, or LCEA000123.

Name: Your name, middle names and surnames as they appear on the lodgment portal website.

Accreditation Scheme Name: CIBSE Certification Ltd

Website Address:
www.yourcompany.com

Trading Address: Your work address as it appears on the lodgment portal, without commas.

Company Name: Your company name as it appears on the lodgment portal

Qualifications: These can be Level 3, Level 4 or both depending on your level of certification. Please click on "Add" and select SP3 for Level 3, CC4 for Level 4 or add both for Level 3 & 4 accreditation.

Email: Your work email address as it appears on the lodgment portal

Telephone Number: Your work telephone number as it appears on the lodgment portal.

Activation code: This is not needed in the latest software version, please leave the field blank (no spaces or -)

Insurer: Your PII policy insurer as it appears on the lodgment portal.

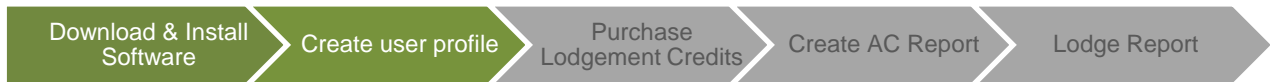
Policy Number: The policy number as it appears on the lodgment portal.

Effective and expiry dates as they appear on the lodgment portal.

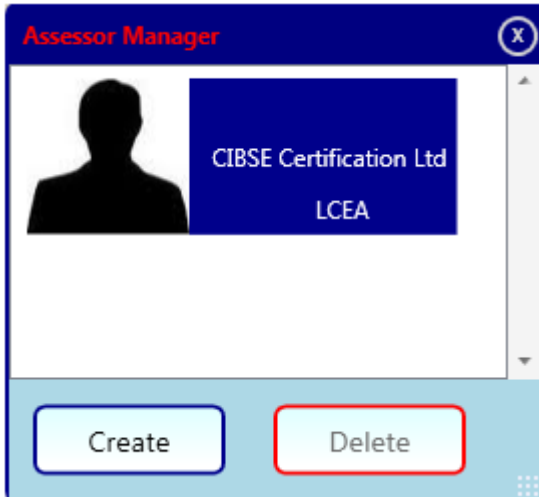
Indemnity limit as it appears on the lodgment portal, minus the £ symbol and the decimals.

When all the details on the above screen match the information on the lodgment portal website click on Validate, and then Save to exit to the main screen.

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If the process was completed successfully, your name will be displayed in the Assessor Manager area.



Logging in to the lodgement portal

The CIBSE Certification lodgement portal website allows all fully registered CIBSE Energy Assessors to:

- Log in to the secure personal assessor’s area to retrieve their profile and insurance details
- Open lodgement cases to search for address details and UPRN numbers
- Access the Address Management area to request a new address or to add an additional line of information to an existing address
- Lodge their reports by uploading xml files to the register in order to provide valid reports/certificates to their clients

You will be able to log in to the lodgment portal when you are fully registered, CIBSE Certification will email your portal login details to your work email address. If you are unsure of your login details, please email epc@cibsecertification.org quoting your LCEA number in the subject.

To access the lodgement portal login area, please go to <https://lodgement.cibsecertification.co.uk> and enter your username and password in the login area located at the top right corner of the website.



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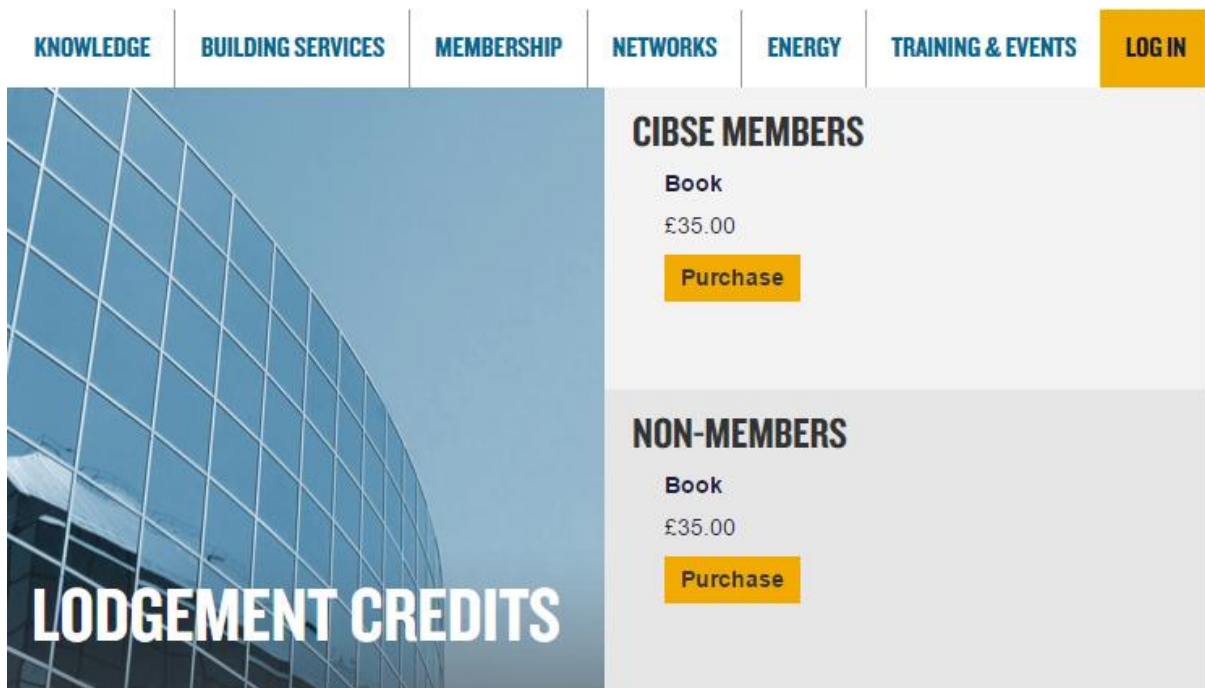
1. Air Conditioning lodgement credits

To lodge ACIRs with Landmark, you will need to purchase lodgement credits from CIBSE.

Lodgement credits cost £35 + VAT each but discounts are available for purchasing bulk numbers of credits.

Lodgement credits can be bought online via the main CIBSE website. Please follow the steps below to purchase your lodgement credits online.

1. Visit the CIBSE portal at www.cibse.org and log in with your username and password (same for all CIBSE websites).
2. Then in the “Store” area you can pay for credits online or
3. Purchase your credits by phone on **+44 (0)20 8772 3681**.



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Download & Install
Software

Create user profile

Purchase
Lodgement Credits

Create AC Report

Lodge Report

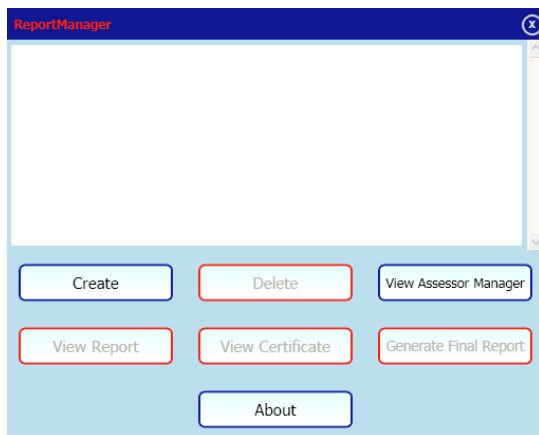
Creating your first AC report with the DCLG AirCon Report Software

To successfully complete this step:

- You will need your lodgement portal username and password to login to lodgement portal website
- You will need to have the lodgement portal CASE page open in your web browser
- You will need to know the property postcode and address.

At the end of this step you will have created your first AC Inspection case and you will be ready to enter the AC inspection data in the new DCLG AirCon Report Software.

1. Go to Start > Program Files and open the DCLG AirCon Software, the following “Main” screen will be displayed.



2. Click on “Create” on the Report Manager “Main Screen”

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Download & Install
Software

Create user profile

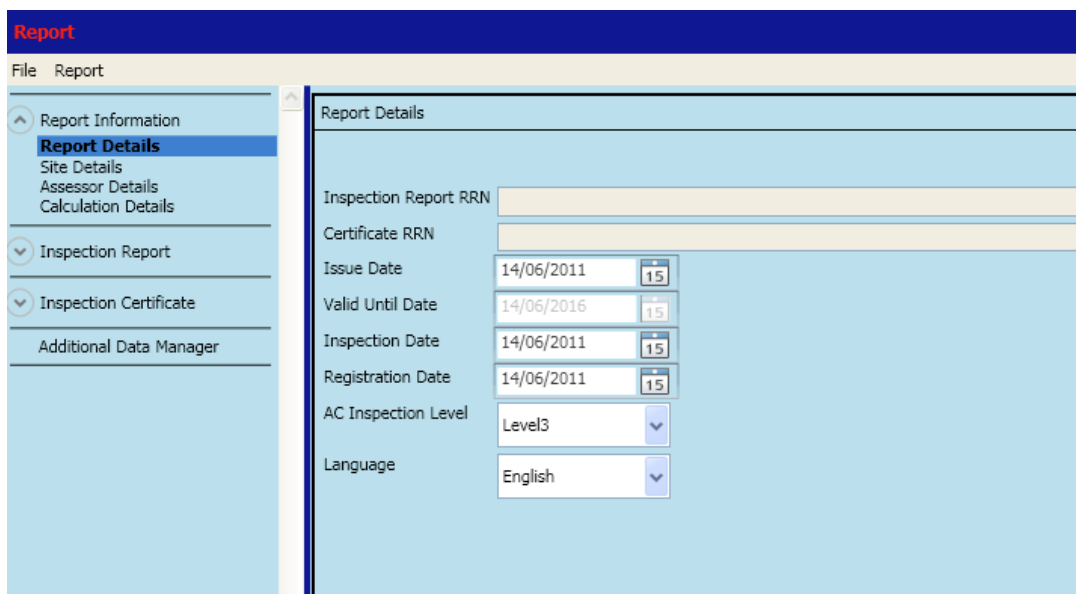
Purchase
Lodgement Credits

Create AC Report

Lodge Report

Filling in the Report Details area

- The Report screen will open, click on Report Information to expand the section and then on Report Details to start your first report.



Report

File Report

- Report Information
- Report Details**
- Site Details
- Assessor Details
- Calculation Details
- Inspection Report
- Inspection Certificate
- Additional Data Manager

Report Details

Inspection Report RRN

Certificate RRN

Issue Date 14/06/2011 15

Valid Until Date 14/06/2016 15

Inspection Date 14/06/2011 15

Registration Date 14/06/2011 15

AC Inspection Level Level3

Language English

- Initially, the “Inspection Report RRN” and the “Certificate RRN” fields will be greyed out. These fields are automatically generated by the software and cannot be altered by the AC Inspector.
- Enter the “Issue date” and “Valid Until Date” for the AC inspection report,
- Enter the “Inspection Date” and the “Registration Date”.
- Please follow these logic rules when entering dates:
 - The issue date cannot be in the future
 - The inspection date cannot be in the future when matched against the issue date and it can not be more than 100 days in the past from the day the report is lodged.
 - The registration date must be after the inspection date or on the same day
- Select the AC inspection level for this report (Level 3 – Simple / Level 4 – Complex)
- Select the language of the report, English or Welsh.
- Click on Site Details to move on to the next subsection.

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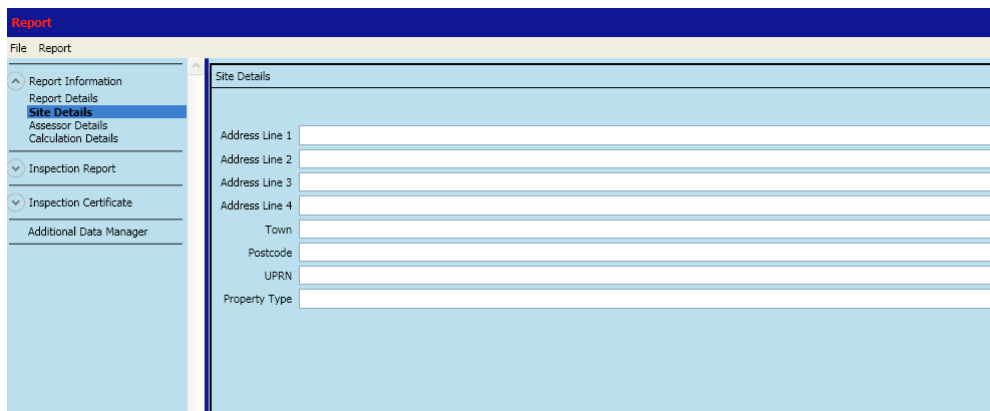


Filling in the Site Details area

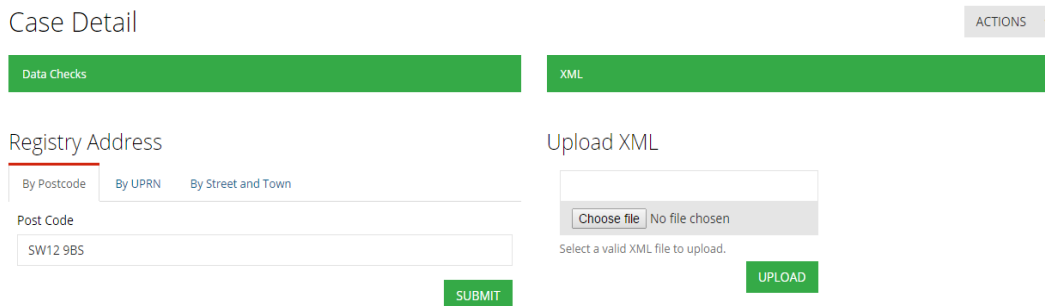
To successfully complete this step:

- You will need your lodgement portal username and password to login to lodgement portal website
- You will need to have the lodgement portal CASE page open in your web browser
- You will need to know the property postcode and address.

1. Click on Site Details, located under the Report Information area.



2. Log in to the lodgement portal, click on CASES and click on the “New Case” button to add a new case
3. The Case page will ask you to enter a postcode and click on “submit”



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- The case will display a drop-down menu with your address search results. Click on the drop-down, select the correct property and click on “select”.

Case Detail

Data Checks

XML

Registry Address

By Postcode
By UPRN
By Street and Town

Post Code
 SW12 9BS

SUBMIT

Upload XIV

Choose file

Select a valid XIV

Cibse Services Ltd, 222 Balham High Road, LONDON SW12 9BS SELECT

Camden Coffee House Ltd, 208 Balham High Road, LONDON SW12 9BS
 208a Balham High Road, LONDON SW12 9BS
 210 Balham High Road, LONDON SW12 9BS
 212 Balham High Road, LONDON SW12 9BS
 Messers Winter & Bedfords, 214 Balham High Road, LONDON SW12 9BS
 218a Balham High Road, LONDON SW12 9BS
 Flat 1, 220 Balham High Road, LONDON SW12 9BS
 Flat 2-8, 220 Balham High Road, LONDON SW12 9BS
Cibse Services Ltd, 222 Balham High Road, LONDON SW12 9BS
 The Parish Church of St. Mary & St. John the Divine, St. Marys Church, Balham High Road, LONDON SW12 9BS
 208 Balham High Road, LONDON, SW12 9BS

- The property address details will be displayed on the case.

Case Detail

Data Checks

CHANGE

Registry Address

UPRN : **765393680000**

Address 1 :

Address 2 : **Cibse**

Address 3 : **222 Balham High Road**

Address 4 :

Post Town : **LONDON**

Post Code : **SW12 9BS**

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Download & Install
Software

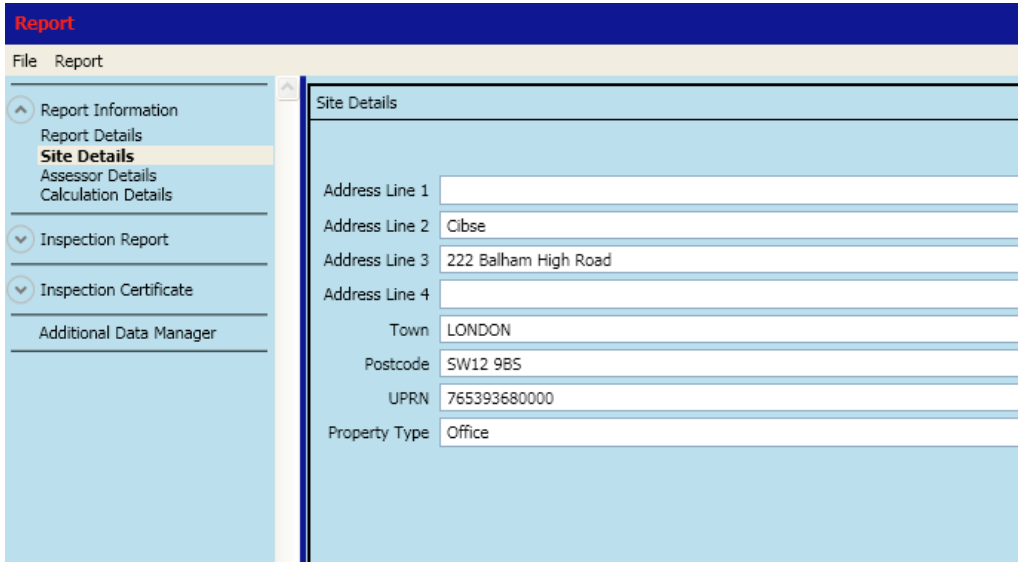
Create user profile

Purchase
Lodgement Credits

Create AC Report

Lodge Report

- Copy and paste the address lines one by one, from the lodgment portal to the Site Details area on the DCLG AirCon Report Software.

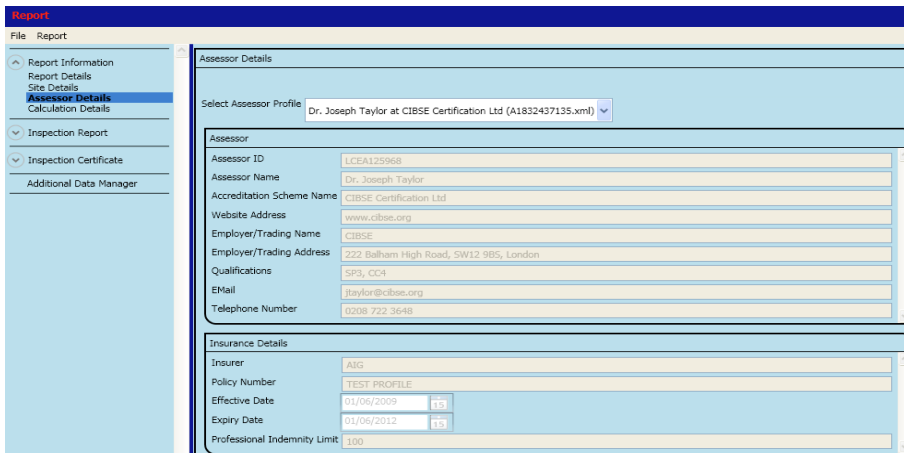



*The Address Lines must match and are **case sensitive**.*

If Address Line 1 is blank or empty on the lodgment portal website (as per the above example), it must be left blank or empty on your AC report (please make sure you have not typed any spaces in this line). If the Town field on lodgment portal is in CAPS, it will have to appear in CAPS on your

software. The property address information provided displayed on the lodgment portal website is retrieved from the Landmark register database.

- Click on the Assessor Details area. If you created more than one assessor, the drop-down list will allow to select the correct assessor. The assessor details cannot be modified from this section as they are managed from the Assessor Manager window, accessible from the main screen.



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- The Calculation Details area will display the software version being used to produce the AC inspection report. Make sure you always have the latest version of the software available.

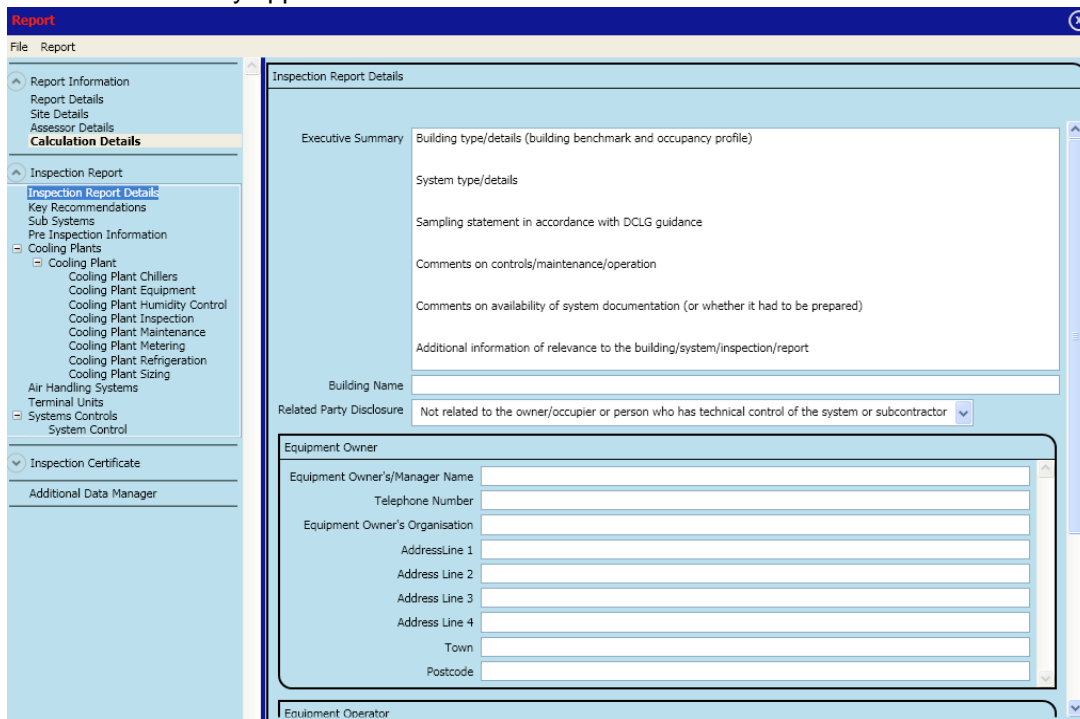
If the report information process was completed successfully, by now all the subsections (*Report Details, Site Details, Assessor Details, Calculation Details*) should contain the necessary information and you can move on to the next section.



Filling in the Inspection Report area

The Inspection Report area contains **text boxes** that should be used to detail information such as improvements, recommendations and AC inspection information.

- Click on Inspection Report and then on Inspection Report Details to open the first section. Write the executive summary, the equipment owner and equipment operator details. For details on what the executive summary should contain please use the pre-set section titles in the software as they appear below.




Notice the vertical scroll bar. You will have to scroll down in most of the inspection report sections to enter all the required information. Missing information or unanswered sections will lead to errors at the end of the process. *We recommend that you complete all the fields in each section.*



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Download & Install Software

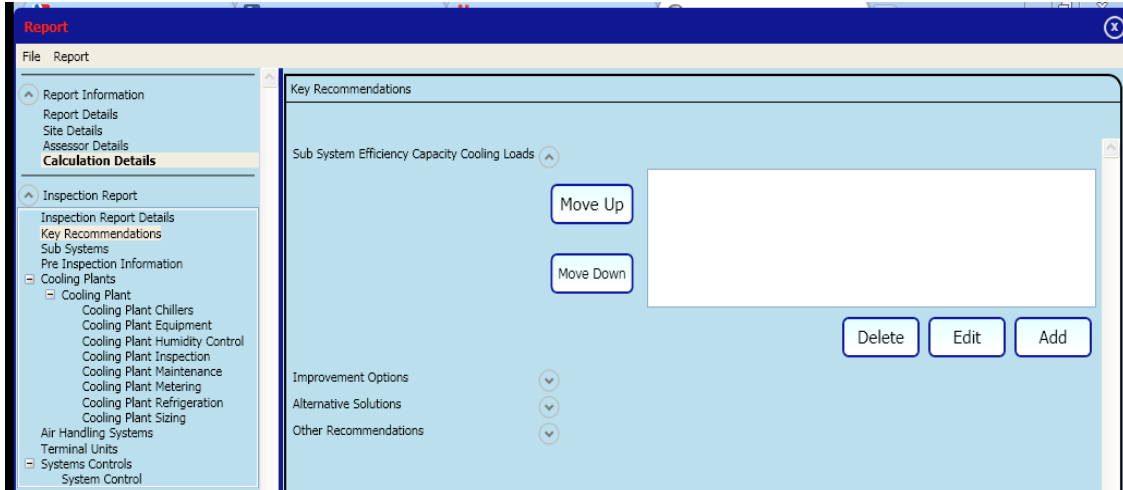
Create user profile

Purchase Lodgement Credits

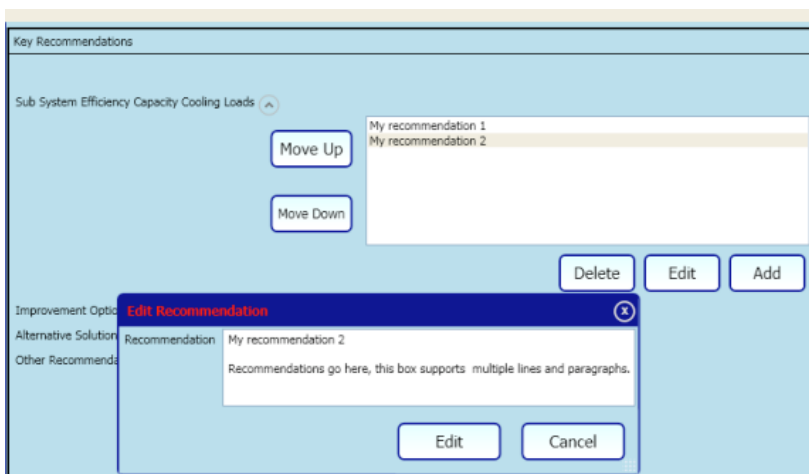
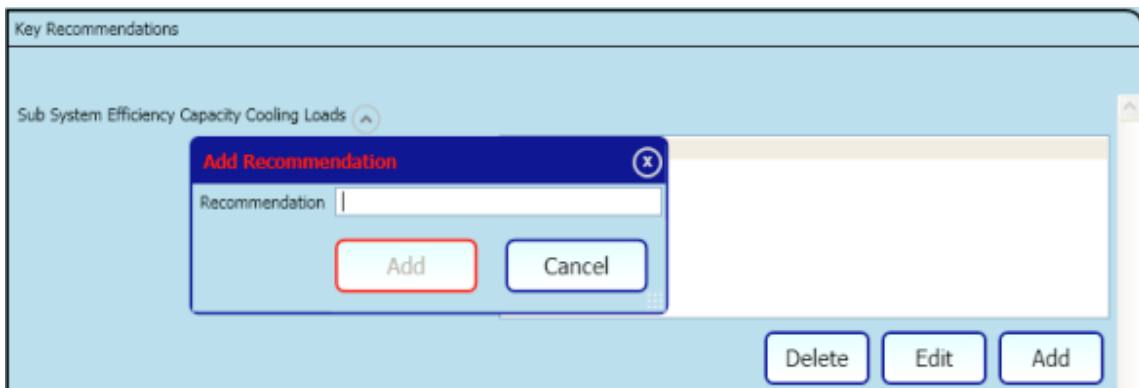
Create AC Report

Lodge Report

- Click on Key Recommendations and on each subsection on the right pane to find an area where you can add recommendations.



- To add a recommendation, click on Add, type in the details and then click on the Add button again.



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Download & Install Software

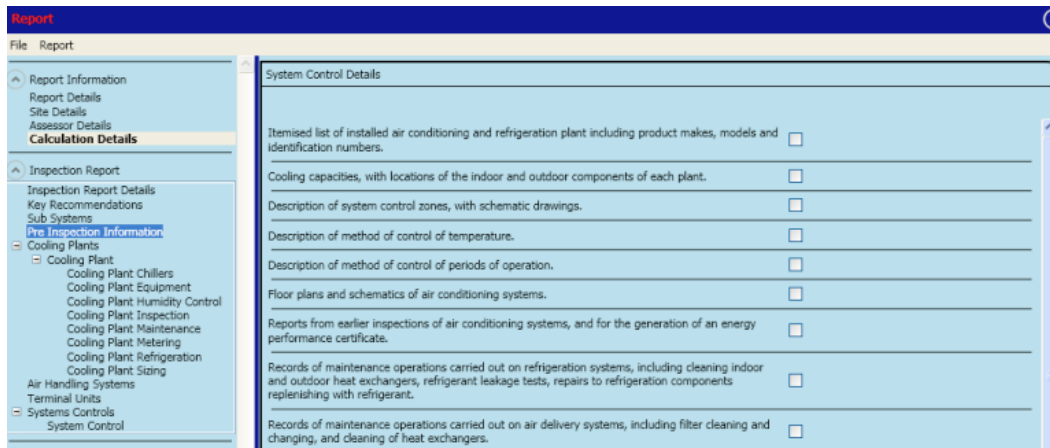
Create user profile

Purchase Lodgement Credits

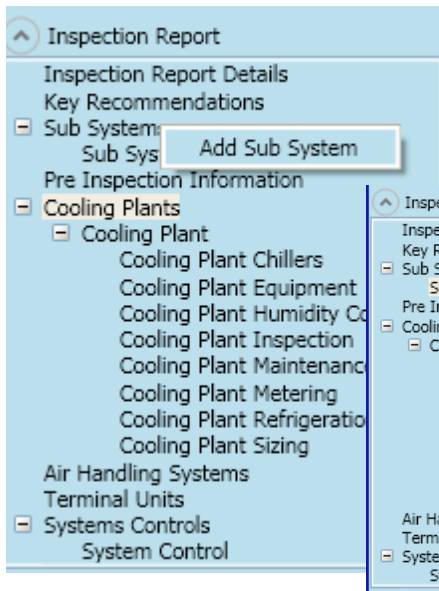
Create AC Report

Lodge Report

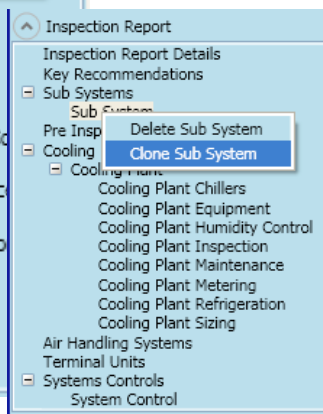
- Click on Pre Inspection Information to move on to the next section. Tick the appropriate boxes for the System Control details.




To add a Sub Systems area, right click on Sub Systems and select Add Sub System from the box. **Please refer to the ACI Conventions document for guidance on how to name Sub-Systems.**



If you require additional sub forms or have one too many, you can right click on the sub form to add more, delete or clone forms.



Deleting and cloning sub forms

- Click on Cooling Plant Chillers to move on to the next section. Fill in all the Cooling Plant sections as appropriate. Make sure that you have answered all the fields before moving on to the next section.
- Similarly to the Sub-systems, the user can create more than one Cooling Plant or delete an existing Cooling Plant or clone an existing Cooling Plant if applicable. Attention is need while cloning to apply all the amendments needed that are specific to each Cooling Plant.

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Download & Install Software

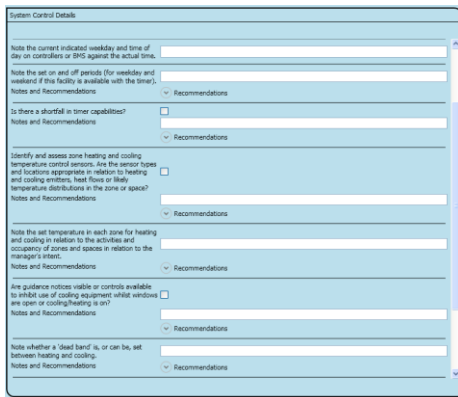
Create user profile

Purchase Lodgement Credits

Create AC Report

Lodge Report

- Please refer to the ACI Conventions document for guidance on sampling and the number of Cooling Plant that need to be inspected and included in the report**
- Click on Systems Controls to continue completing your report. Similarly to the above, you can create, delete or clone System Controls appropriately.
- Fill in the Systems Controls area.

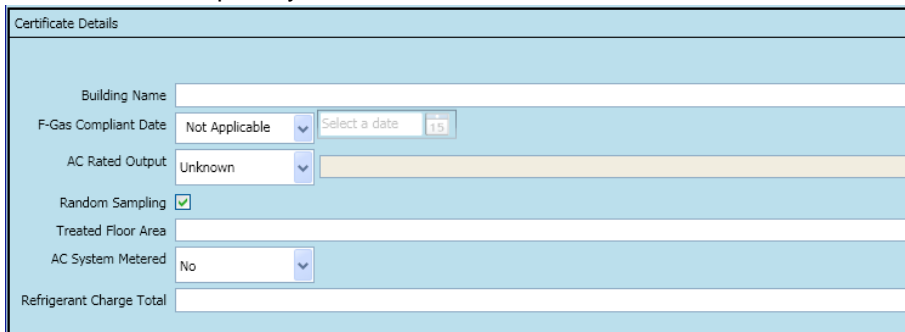


If you have followed all the steps, by now all the subsections under the Inspection Report area should be completed and contain all details about the A/C installation.

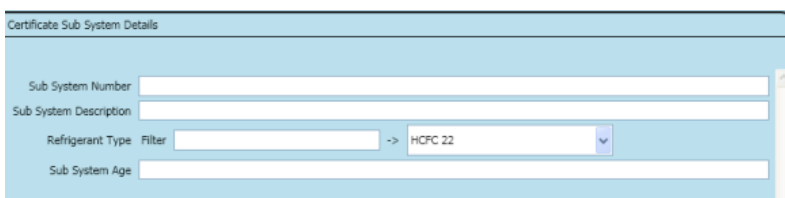
Filling in the Inspection Certificate area

The Inspection Certificate area will enable you to enter details such as building name, F-Gas compliance date and rated output.

- Click on Inspection Certificate Details to start. Complete all the fields, paying special attention to the F-Gas Compliancy Date field.



- Click on the Certificate Sub System link to add details of your Sub-Systems such as Refrigerant Type Filter and the Sub System's age. You can create new Sub-Systems by right-clicking on this tab and select "add Sub System".



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Download & Install
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Lodgement Credits

Create AC Report

Lodge Report

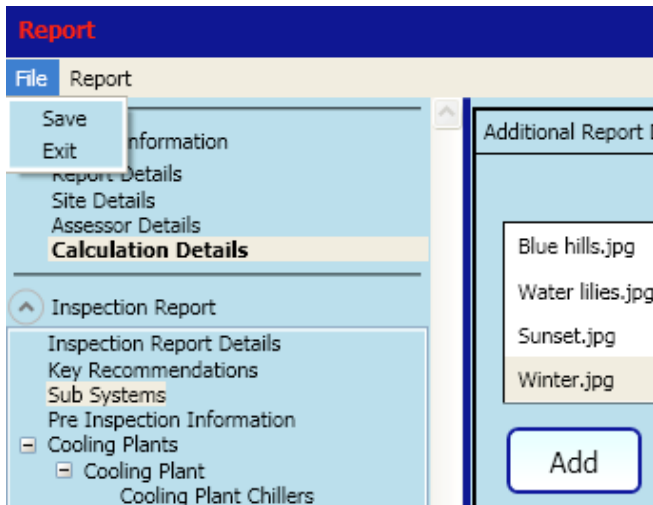
Filling in the Additional Data Manager area

The Additional Data Manager was designed to allow you to save additional files (such as images) with the report. However, this function is currently (version 2.0.6) not operational.

We strongly advise our assessors to avoid using this function on the current version of the software (2.0.6) as it will increase the size of your xml file and if this size exceeds 10MB the register will reject your lodgement

By now you should have been able to complete all the required and relevant sections for your Air Conditioning Inspection Report.

Click on File > Save to save your report.



Validating your Report

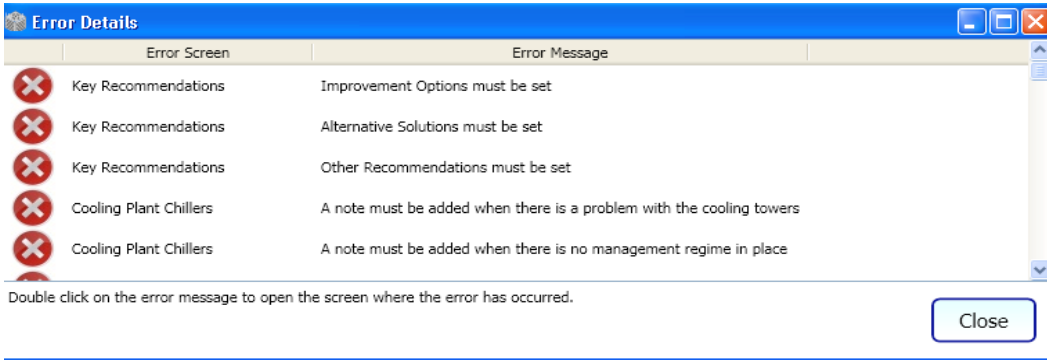
There are two methods to validate your report.

Validate Report: This method will check all your data entry for errors and missing items throughout all the sections of your AC report.

Validate Page: This method only checks the current page.

This tool will display a list of errors that need to be addressed before a final report can be generated. Double-click on any error to open the page the error is located on.

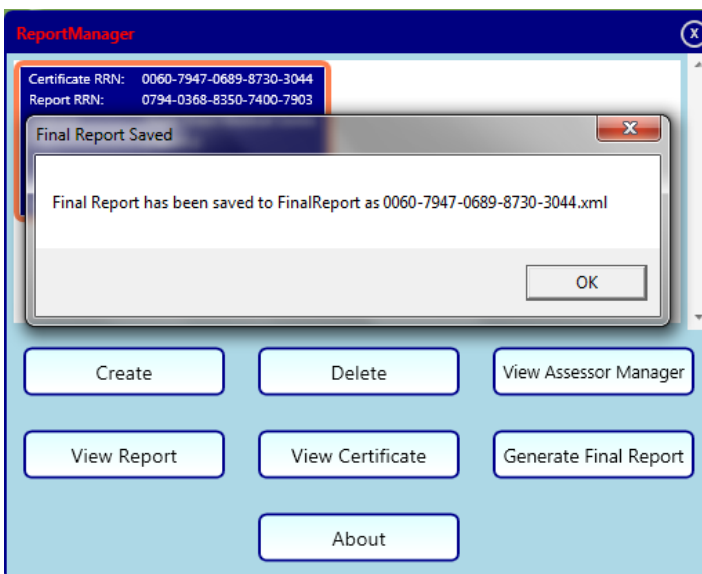
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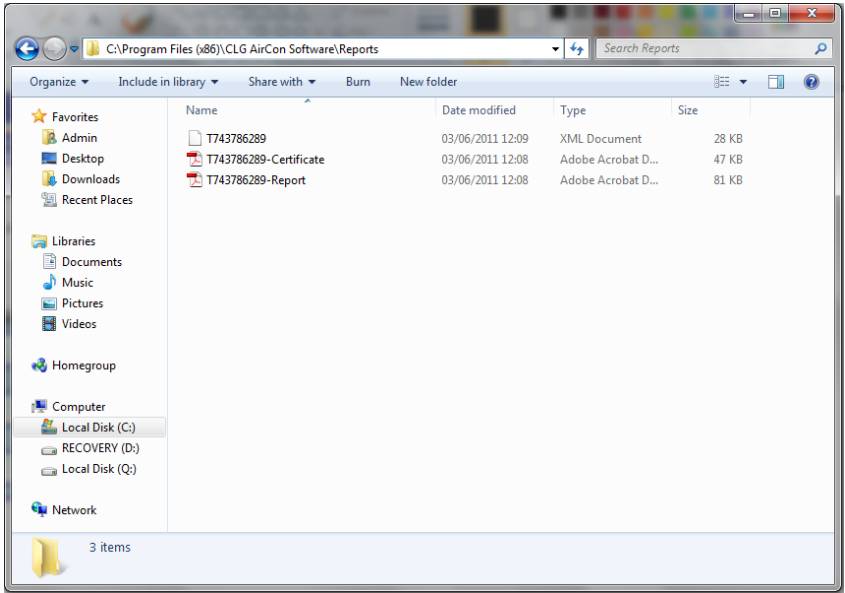
1. Continue using the Report Validation tool until there are no errors found in your report. When you are done, click on File > Save and then File > Exit to go back to the main screen.

Generating the Final Report

The Generate Final Report button will generate an XML file ready for lodgement via the lodgement portal website, saved in the "FinalReports" folder, in your DCLG AirCon Software folder. Please note the RRN style file name.



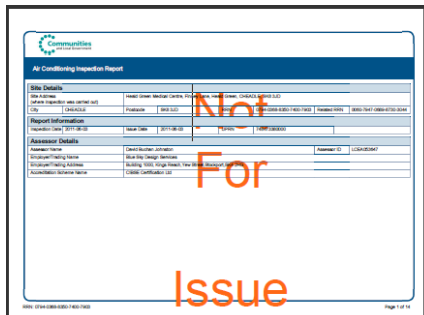
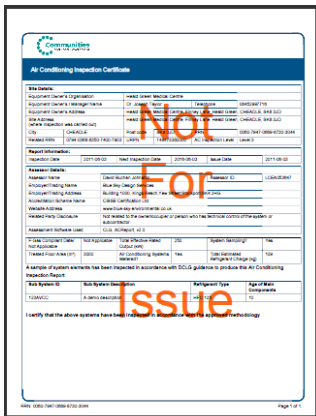
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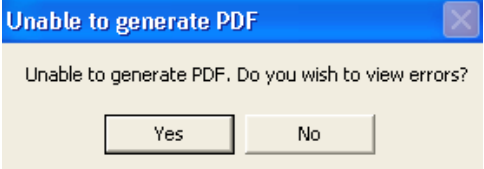
View Certificate and View Report

These two options found on the main screen will allow you to see a watermarked PDF version of the AC inspection certificate and report.

These reports are saved in "Reports" folder along with the job file which is an xml file with a T prefix in the file name. Please note that although the job file is an xml file this is not the file that is lodged. The xml file for lodgement is found in the "Final Report" folder with no T prefix.



You will see an error pop-up if some of the errors highlighted during the report validation process were not addressed correctly. If this happens, open the report and run the validation process to address any pending issues.



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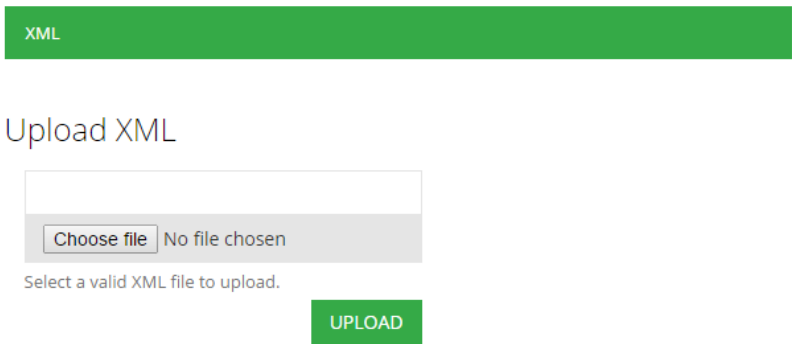


Lodging your first report on the lodgement portal website

The portal lodgement process

To successfully complete this step:

- You will need your lodgement portal username and password
- Log in to the lodgement portal with your username and password.
 - Click on the CASES tab and select the correct case by clicking on the "VIEW"



- In the case please use the "choose file" option to browse your PC and find the XML file.
- Once the XML file is selected, please click on "upload".
- Then a number of validations checks will take place and will be displaced on the page. If a validation check fails the system will highlight this so that you correct and re-upload. If the checks are passes successfully then the "lodge certicate" option will appear and you can lodge the ACI report.



What to do if your AC lodgement fails

All the checks completed by the lodgement portal are displayed in the front-end when you upload the XML file and highlighted in red.

The most common errors are the ones described below.

- Address fields

The address fields in your DCLG AirCon Report Software must match the details on lodgment portal and are **case sensitive**.

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If Address Line 1 is blank or empty on the lodgment portal website, it will have to be left blank or empty on your AC report (no spaces or dashes should be typed). If the Town field on lodgment portal is in CAPS, it will have to appear in CAPS in your software.

The property address information provided displayed on the lodgment portal website is retrieved from the Landmark register.

2. Insurance Details

The insurance details in your DCLG AirCon Report Software must match the details on lodgment portal and are **case sensitive**.

Go to your lodgment portal profile and check your insurance details, making sure that the insurance details entered in your AC report match the insurance details displayed on the lodgment portal website.

Do not input a pound sign “£” before your PII cover limit and make sure you have the right Insurer name, PII limit and insurance cover dates.

Correct the data entry errors and generate the final report again. Once the XML file on your C:\ drive has been updated (check the time stamp), log in to lodgment portal and repeat the lodgment process again.

If the QA checks are successful, your AC report will be immediately registered with Landmark.



Retrieving a non-watermarked AC Report from Landmark

The Non-Domestic Energy Performance Certificate Register holds a copy of all certificate lodgments for England and Wales <https://www.ndepcregister.com/>

The Northern Ireland Non-Domestic Energy Performance Certificate Register holds a copy of all certificate lodgment for Northern Ireland <https://www.epbniregisternd.com/>

All certificates on the assessor’s computer are watermarked to ensure lodgment before the certificate and report files are delivered to a client.

Follow these steps to retrieve a final copy of your lodged AC certificate and report without a watermark

1. Visit the England and Wales Non Domestic Energy Performance Register website on <http://www.ndepcregister.com> or <https://www.epbniregisternd.com/> for Northern Ireland.

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Welcome to the Non-Domestic Energy Performance Certificate Register

From 1st October 2008, all non-domestic buildings on construction, sale and rent will require a Non-Domestic Energy Performance Certificate (NDEPC) and a Recommendation Report (RR). This information will help owners and occupiers make their building more energy efficient and allow potential buyers and tenants to compare the energy performance of different buildings. This is being phased in from 6th April 2008 for buildings with a floor area of $\geq 10000m^2$. In July 2008, this will extend to buildings with a floor area of $\geq 2500m^2$.

By October 2008, all larger public buildings will require an annual Display Energy Certificate (DEC) highlighting their energy performance. This is to be displayed prominently in a place visible to the public. These buildings will also require an Advisory Report (AR) providing recommendations for energy improvements each seven years.

Air conditioning systems first put into service on or after 1st January 2008 require an air conditioning inspection every five years from the date on which the system was first put into service. For systems with an effective rated output of more than 250kW put into service before 1st January 2008, an air conditioning inspection is required by 4th January 2009, and every five years thereafter. For systems with an effective rated output of more than 12kW put into service before 1st January 2008, an air conditioning inspection is required by 4th January 2011, and every five years thereafter.

This website will allow you to:

- [Find an Energy Assessor](#)

[Click here](#) to check that an individual is accredited, or to find an accredited person to undertake one of the following certificates and reports :

- Energy Performance Certificate (EPC)
- Recommendation Report (RR)
- Display Energy Certificate (DEC)
- Advisory Report (AR)
- Air Conditioning Inspection Report (AC-REPORT)
- Air Conditioning Inspection Certificate (AC-CERT)

2. Click on Certificate / Report Retrieval, and click the "Accept Terms" button if appropriate.
3. Enter the Report Reference Number (RRN Number) found on the lodgement portal website under Lodged Cases and click on Certificate / Report Retrieval

Use this page to search for a report

RRN:

Please enter the text that you see in the nearby image.



[Send a different image](#)

[Certificate / Report Retrieval](#)

4. Select the report from the list and click on "Download PDF" to retrieve the final version of the AC report for your client.

Additional Lodgement Portal Tools

My Profile

This area shows all your LCEA profile information as it appears on Landmark and on the CIBSE database. The information displayed here is used by the automated QA checks when lodging a report. Remember that all the fields displayed in the Profile area must match the information entered in your software.

Address Management area

Use the Address Management area to:

- Add a new address to the Non-Domestic register.
- To refine an existing address.

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Adding a new address to the register

This first area of the page is used when you are unable to find the correct property details from the CASES area. This area is most useful when the building is a new building or when the address that appears on the database belongs to an old tenant or building owner.

Fill in the address lines, town and postcode as you want it to appear on your certificate. When you click "submit" your request will go directly to the register and they will respond via email. The Non-Domestic register will notify you of the outcome of your request within 24 hours. If you have difficulties, please phone Landmark on 03300 366 024.

Refining an existing address

The address refinement tool allows you to modify the first line of your address by adding additional information such as details of a building (Site Building) within a campus, or a new extension to a building (Building Part), please use **ONLY one of the two options when you submit a request**. Please note that this tool does not delete or amend information from an existing address.

The Base UPRN is required to submit an address refinement. The base UPRN is an 8 digit number, e.g. 12345678, being the first 8 digits of a full 12 digit UPRN.

AC Inspection Reports in Scotland

The requirements for AC Inspection Reports in Scotland apply the same way as in England, Wales and N. Ireland, all AC systems with a total cooling rated output of more than 12 kW must be inspected, at least once every 5 years.

The difference in Scotland is that the report cannot be produced in the DCLG approved software (eg. Sterling evolve, Quidos AIRS), as it can not facilitate addresses in Scotland. Also, there isn't an online register that accepts lodgements for AC Inspection Reports in Scotland.

AC Inspection Reports for buildings in Scotland should be produced using either the CIBSE Certification template for CISBE TM44 reports in Scotland or a relevant template developed by the Assessor that covers all of the reporting elements of CIBSE TM44.

If you need a copy of the templates please send an email to epc@cibsecertification.org

When a report is completed and sent to the client, the Assessor should also send a copy to CIBSE Certification at epc@cibsecertification.org, so that the report can be added to the Assessor's records, this is effectively the lodgement.

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USEFUL CONTACTS

CIBSE CERTIFICATION

Email: epc@cibsecertification.org

Telephone: 020 8772 3649

Lodgement Queries: epc@cibsecertification.org

Telephone: 020 8772 3620

Purchase of Lodgement Credits

Kerstin Egger

Email: epc@cibsecertification.org

Telephone: 020 8772 3681

CIBSE TRAINING

Email: training@cibse.org

Telephone: 020 8772 3660

DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT (DCLG)

Write to:

2 Marsham Street

London

SW1P 4DF

For more information on the Energy Performance of Buildings Directive visit:

<http://www.communities.gov.uk/epbd>

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