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**Building Standards Service Update - Sent to agents on 27<sup>th</sup> September 2012**

A new National Performance Framework for Building Standards will be implemented from 1 October 2012. This was a condition of all 32 Local Authorities being re-appointed by Scottish Ministers as verifiers on 1 May 2011 for a further six year period. This framework is intended to improve the quality, compliance, consistency and predictability of verification activities.

From this date we will have to report back to Scottish Government on 9 Key Performance Outcomes which cover the following three broad perspectives:

- Professional Expertise & Technical Processes
- Quality Customer Experience
- Operational & Financial Efficiency

One key element of this is an increased quality of compliance during the construction process. The development of safe and compliant buildings is of paramount importance to building standards verification. This means protecting the public interest by minimising the occurrence of non-compliance with building regulations. The likelihood of compliance will be greatly enhanced if the 'relevant person' advises Building Standards of a start to the works and at key stages during the construction.

The 'relevant person' (usually the building owner or the developer) is responsible for signing the completion certificate to confirm that the work carried out complies with building regulations. The verifier (Local Authority) is responsible for accepting or rejecting the completion certificate submission after they have made reasonable inquiry. The verifier will carry out inspections, or enquire by other means, to satisfy themselves that the work carried out has been satisfactorily completed.

The intention is to promote quality and consistency of compliance assessment by undertaking timed and proportionate reasonable inquiry using a risk-based approach to inspection and other forms of assessment e.g. photographic evidence.

In order to achieve this a "Construction Notification Plan" (CNP) will be included with every Building Warrant that is issued, initially only for domestic properties, for applications received on or after 1 October 2012. If you, as agents, are not involved in the supervision of the construction work for a particular application then it is essential that you pass the CNP onto your clients. The idea is that we are notified at any key stages of construction identified on the CNP.

It is hoped that this approach will promote a working relationship between the relevant person and the verifier and a better understanding by them on their roles and responsibilities.

I have attached a draft of what the CNP may look like and in the meantime if you have any further questions please be in touch.