



Inside December's Process and News Note

- **NON-DOMESTIC:** BREEAM and Innovation; BREEAM In Use Update; BREEAM Healthcare HW13; Bespoke BREEAM delivery timescales
- **DOMESTIC:** Code for Sustainable Homes Clarifications
- **OPERATIONAL:** BREEAM International and Post Construction Reviews; BREEAM International Technical Queries; BREEAM International Translation Requirements; QA Process

BREEAM and Innovation

BRE Global has now published (via the Assessors' Extranet) further information on BREEAM Innovation and the Innovation credit application process. This includes the following documents:

- BREEAM Innovation section
The innovation section details the three routes available to design teams for achieving additional BREEAM credits for innovation; this includes:
 1. Compliance with exemplary performance levels for existing BREEAM issues, as outlined in the current issue of the BREEAM manuals (up to ten BREEAM credits available).
 2. Where a *BREEAM Accredited Professional* (see notes below) or *Suitably Qualified BREEAM Assessor* is an integral part of the design team (up to two BREEAM credits available).
 3. Through an *Approved Innovation* (up to ten BREEAM credits available).

A maximum of 10 credits are available in aggregate from any combination of the above.

The Innovation section also provides additional guidance (in support of that provided in section 2.0 of the BREEAM manuals) on the judging and appeals process for an *Approved Innovation*.

The Innovation section is structured and presented in the same way as standard BREEAM sections and issues, using a format familiar to assessors. The Innovation section will be inserted into each BREEAM scheme assessment manual in the next re-issue of the guidance (which will follow in due course).

- BREEAM Innovation application form
To apply to have a project-specific technology/process/design feature recognised as innovative, the Innovation application form must be fully completed by the licensed assessor and submitted to BRE Global. Prior to submission the assessor must ensure that the potential innovation meets the eligibility criteria defined in section 2.0 of the BREEAM Scheme manual. A judging panel will use the information presented in the submitted form to determine whether or not the 'innovation' should be recommended for approval. If approved, a BREEAM credit can be awarded for innovation, for the project in question.
- Example BREEAM Innovation application form
BRE Global has prepared an example application form as guidance on how to complete the form. The example used is beam and block flooring (please note that beam and block flooring has been used as an example of how to complete the form, not as an example of what will or will not be considered innovative).

The above documents can be found within the 'BREEAM Assessor Guidance' folder on the home page of the Assessor Extranet. The documents are stored within a sub-folder entitled 'BREEAM Innovation Section Documents':

<http://www.breeam.org/extranet/document.jsp?pid=4&id=00000000000000000010000000000000017567>



BREEAM Approved Innovation application fee

A flat rate charge of £1000 + VAT will be levied on each individual Innovation application received by BRE. This fee is set at a level to cover the costs of administering and judging the application and to ensure that only genuine and considered applications are made.

There is an appeals process in place and appeals will be subject to a flat rate charge of £250 + VAT per application; in the instance of a successful appeal, this fee will be refunded.

The "Innovation" fees have been added to the BREEAM fee sheet (FS036), which can be found in the 'BREEAM Assessor Guidance' folder on the BREEAM Extranet:

<http://www.breeam.org/extranet/document.jsp?pid=4>

Note:

- BRE Global is unable to enter into a discussion with assessors or clients on what may or may not be considered innovative and therefore what has the potential to achieve a BREEAM credit for innovation. Ultimately this will be decided by the BRE Global Sustainability Board on the basis of the recommendation of the judging panel member(s).
- At final certification of the project, BRE will publish basic information on any approved Innovations included within the Post Construction stage assessment. This will be done in a way that is sensitive to applicants' intellectual property and commercial rights, who will be given a chance to comment on, and if necessary amend, entries before they are made public. *BREEAM Accredited Design Advisors* and *SQAs* will have access to a list of previously *Approved Innovations* published on the Assessor Extranet. This list will be updated regularly.
- BREEAM Accredited Professional (AP): BRE is in the process of developing the Accredited Professional training and qualification and will provide further information on this in due course.
- At the present time, the Innovation section applies only to BREEAM UK schemes (standard and bespoke schemes).

BREEAM In Use Update

As previously reported BRE Global is developing a new version of BREEAM for existing buildings called BREEAM In Use, aimed primarily at the existing commercial buildings sector. This version will supersede the existing BREEAM Management and Operation versions for Retail and Offices. BREEAM In Use is about to begin its extended piloting phase and BRE Global plans a full launch of the new method in Spring 2009.

Until further notice existing office and retail buildings can still register for assessment against the BREEAM 2006 M&O scheme.

Please look out for further announcements about BREEAM In Use on the BREEAM website www.breeam.org

BREEAM Healthcare – HW13 Acoustic Performance

The guidance given in the BREEAM Healthcare 2008 manual for Hea 13 (Acoustic Performance) is currently being reviewed as it has been recognised that there is an inconsistency in the compliance requirements.

The current guidance was based on a draft version of Health Technical Memorandum 08-01 which differs from the final document which has now been published. Once confirmed, the BREEAM office shall clarify the requirements in a subsequent process note and update accordingly in the next re-issue of the BREEAM Healthcare 2008 assessment manual (issue 3.0).



Bespoke BREEAM criteria development projects - delivery timescales over the BRE Global Christmas closure.

BRE Global will be closed over the festive season from 25th December to 1st January 2009 inclusive. As a result 1 calendar week will be added to the timescales for all Bespoke BREEAM;

- commercial queries responses/criteria development proposal requests
- criteria development projects (draft and final criteria issue)

which fall in the period specified above. Where relevant, individual emails highlighting the above will be issued for affected projects at the criteria development stage.

Code for Sustainable Homes Clarifications

Ene1 & 7: Communal CHP systems and the requirement for electricity supply via private wire networks:

A number of recent queries have led to the need for clarification on the requirements of the Code for Sustainable Homes (Code) in relation to combined heat and power (CHP) systems and Private Wire Networks (PWN) and their application in differing contexts.

The requirements of the Code relating to CHP systems and Private Wire Networks have not changed and are as follows:

1. For dwellings where the carbon emissions benefit of CHP heat output only is claimed, the standard DER (Code levels 1-5) and net zero carbon (Code level 6) calculations apply. In these circumstances, the Code requirement is for heat to be supplied via a direct connection. However, there is no requirement for electricity to be supplied to dwellings via a PWN as SAP assumes that the dwelling emissions from Part L and/or Non-Part L electricity demands are not directly offset as a result of CHP electricity production. Instead, SAP reduces the carbon emissions factor for delivered heat to recognise the emissions reduction resulting from electricity production. In this configuration, no direct emissions benefit is claimed for CHP electricity production, negating the requirement for electricity to be supplied to the dwellings via a PWN. The requirements of the Code in such a context are fully in line with those under Part L and Stamp Duty Land Tax (SDLT) regulations. This applies to all versions of the Code to date.
2. Where CHP electricity output is claimed to reduce dwelling emissions (i.e. to reduce emissions resulting from either Part L or Non-Part L electricity demands), the electricity must be supplied via a PWN. To avoid double counting the emissions benefit of CHP electricity production, only electricity produced that is over and above that used to claim an emissions benefit against delivered heat can be treated in this way. In most cases this is likely to apply only to level 6 assessments, but could in theory apply at lower Code levels. This applies to both the October 2007 and April 2008 versions of the Code.

The 'Onsite Renewable/Low Carbon Installations' definition in the April 2008 version of the Code was amended to clarify the situation surrounding the 'direct supply' issue. The definition is also present in the recently released October 2008 version of the Code Technical Guide.



Essentially, there is no requirement in the Code for CHP systems to supply electricity directly to dwellings via a PWN, except in cases where the electricity is claimed to offset emissions from Part L and/or Non Part L electricity demands. These requirements are aligned with the SAP calculation methodology, Part L requirements and SDLT requirements. Where CHP electricity production is claimed to offset emissions from Part L and Non-Part L electricity demands, the current definition of zero carbon imposes a requirement for the electricity generated to be supplied via a PWN, in addition to the heat being supplied through a direct connection.

The key issue is that the Code requirement for CHP systems to supply electricity via a PWN is dependent on the intended use of the electrical and heat output on a specific development as defined above.

Wat1: Formatting error in the calculation to derive the additional volume of water consumed in water softeners that utilise above 4% of their total capacity per regeneration cycle.

The formula for calculating the additional volume of water consumed by water softeners utilising more than 4% of their total capacity per regeneration cycle, is subject to a formatting error in the April 2008 and October 2008 versions of the Code Technical Guidance. As currently published, the formula reads:

$$\text{Litres consumed per day beyond 4\%} = \frac{[1 - (4)] \times (RL \times RD)}{S}$$

This should in fact read:

$$\text{Litres consumed per day beyond 4\%} = \left[1 - \left(\frac{4}{S} \right) \right] \times (RL \times RD)$$

The error occurred as a result of all changes specified for the April 2008 version of the Technical Guidance being highlighted with an underline. This gave the impression that the whole formula should be divided by S rather than just the 4.

The Wat1 calculator tool has been revised to reflect this correction and is available to download via the assessor extranet.

Ene8: Secure cycle storage requirements for non-solid structures.

The security requirements for non-solid cycle storage have been clarified in the October 2008 version of the Code Technical Guidance. To ensure compliance both an entrance lock and a secure fixing are required.

Please note that where a secure fixing is provided in a non-solid structure, it is not necessary for the lock to meet the requirements of a secure entrance lock, defined on page 91 of the Technical Guidance.

Code for Sustainable Homes October 2008 Technical Guidance Formatting Errors

Sur 1

The following errors are correct in the Summary of Changes document but are incorrect in the newly published October 2008 Technical Guidance.

1. **Error:** The bullet point for the final sentence in the Mandatory Element of the Criteria table on page 146 of the Technical Guidance has been omitted.



Action: Delete: 'If rainwater is discharged to a public sewer or adopted surface water sewer , flow rate requirements will be defined by the Sewerage undertaker .'

Correction: After

- a minimum flow rate (litres per second), based on good practice guidelines to prevent easy blockage, by ensuring the outlet throttle is not too small.

insert:

- If rainwater is discharged to a public sewer or adopted surface water sewer , flow rate requirements will be defined by the Sewerage undertaker .

2. **Error:** The additional text inserted under the 'Flood risk' definition on page 148 of the October 2008 Technical Guidance should have been inserted under the 'Flood Risk Assessment (FRA)' definition.

Action: Delete: 'For developments of less than 1ha (10 000m²) the level of detail required in an acceptable FRA (for Sur 1) will depend on the size and density of build. This will range from a brief report for small, low density developments, to a more detailed assessment for a high density development 2000 - 10 000m² in size. For example: For very small developments (2000m² and less), an acceptable FRA could be a brief report done by the contractor's engineer , including information obtained from; the Environment Agency, water company/sewerage undertaker , other relevant statutory authorities, site investigation and local knowledge.'

Correction: Insert above text after the 'Flood Risk Assessment' definition on page 148 of the October 2008 Technical Guidance.

BREEAM International and Post Construction Reviews

After receiving a number of queries following BREEAM International training courses we would like to clarify the situation regarding the requirement for Post Construction Reviews for final certification of BREEAM International assessments.

For **BREEAM Gulf** a PCR is required in order for a Final BREEAM certificate to be issued. If a PCR has not been carried out only an Interim certificate will be issued. This follows the same process as introduced for the 2008 BREEAM schemes in the UK.

For **all other BREEAM International assessments** certificates will simply be marked as Design Stage or Post Construction as appropriate. Assessors should note that the Interim and Final certificate requirements are likely to be extended to all BREEAM International assessments in Summer 2009.

BREEAM International – Technical queries

In v1.5 of the Non–Domestic Schemes Operations Manual section 6.6.1 Technical queries, the following is stated:

"The BREEAM International lodgement fee includes for up to 10 technical queries. The BREEAM Customer Service team will monitor technical queries and a £500 fee will be triggered when the limit has been exceeded. This fee will allow assessors a further 5 technical queries. This process will repeat if a further 5 queries are required. This limit will be monitored and possibly reviewed during the first pilot year of the BREEAM Gulf and BREEAM Europe schemes."

Please note that this limit applies to individual queries, rather than individual emails sent to BRE. Therefore if an email includes queries on six different credits, these will be considered as six separate technical queries.

Also, please note that we require you to submit the BREEAM registration number associated with the project in the email. This will allow our customer service team to monitor the number of queries received.



BREEAM International – Translation requirements

In v1.4 of the Non-Domestic Schemes Operations Manual section 7.6.6 Translation, the following is stated:

- *Only the relevant sections of proposed equivalent standards need to be translated, not the entire standard.*
- *BRE carry out audits on all assessment reports prior to certification. The level of audit varies. A full audit includes a check of all the supporting documentation and in these instances BRE does not require all this information to be translated. It is likely that BRE will visit the assessor's office and talk through the assessment and supporting information as part of this full audit.*

Version 1.4 of the Non-Domestic Schemes Operations Manual is replaced with immediate effect by Version 1.5, which includes the following changes to Clause 7.6.6. (The new Version can be found in full on the Extranet.)

Local codes and standards

Checklist A10 should be completed, where applicable, appropriately referencing all local codes and standards. This must be sent to BRE as soon as possible to ensure that the design team is not working under false assumptions, and at least before the report is submitted for QA.

In addition, any local documents referenced in the checklist but not previously listed in the country reference sheet, should also be submitted to BRE for review. Only the relevant sections of the proposed local 'equivalent' standards need be translated, **NOT** the entire standard. A three-week period should be allowed for BRE to check the alternative documents.

Supporting documentation

Audit checks will be carried out on the first two reports for all new assessors and on the first BREEAM International assessment report for assessors who have had at least one report certified under another BREEAM scheme. A proportion of reports will then be randomly selected for audit checks. For an audit check, all documentary evidence referenced in the report must be supplied with the report. This will not be used to fully rework the assessment but to review a randomly sampled selection of the credits to check calculations and the correct awarding of credits against the evidence provided.

For the Audit, BRE require that all supporting documentation used for the assessment be available in English.

For this purpose the assessor may choose to either:

1. Submit with the assessment report a copy of all evidence translated into English. A summary of the documentation will be acceptable, as long as it clearly outlines the key information that has been used to award/withhold the credits. The report and evidence must be accompanied by a letter (signed by the assessor and the translator) attesting to the qualifications of the translator and the accuracy of the translation. The standard lodgement fee for BREEAM International assessments will remain £1500 when this option is chosen.

Or

2. Where the supporting evidence is submitted in a foreign language, BRE will identify and hire a translator to provide the necessary translation of information required to assist with the quality assurance verification of the report. Under this option, an additional £1500 will be added on top of the standard lodgement fee to cover the cost of hiring the translator. This will be charged as part of the final invoice issued to the BREEAM International assessor.

The Assessor must advise BRE of the preferred option when completing the registration form. Version 3.0 of the registration form is replaced with immediate effect by Version 4.0, which includes the aforementioned changes (The new Version can be found in full on the Extranet.)

This applies to all projects registered with effect from the publication date of this Process Note. For Assessments that have been registered prior to the publication of this Note, the costs of hiring a translator if required for the purposes of the QA Audit will be borne by BRE.



QA PROCESS

This is a reminder to all assessors that it is their responsibility to ensure that their assessments are correct. BRE Global's QA process is there to try and ensure that assessors are collecting the right information and applying the scheme requirements correctly. To do this, BRE Global checks all assessment reports; these checks can be an admin check, a credit check or a full audit. However, even when a credit check or a full audit has been done, BRE Global is not checking 100% of the detail. We do not re-do the assessment unless there are reasons to believe that there are serious errors.

This reminder is particularly important with post construction reviews (PCRs). We recently had one example where an assessment report was submitted at design stage with an 'Excellent' rating, but when submitted at PCR stage was short of a number of credits because of errors that had been made in the design report. Clearly this had serious implications for both the assessor and for the developer – the developer had contracted to deliver 'Excellent'-rated homes.

Fortunately in this case extra credits were found by making relatively simple changes to the development. However if this had not been possible then the possible repercussions would have been very serious indeed.