

Jersey Scheme for Certification of Design (Building Structures)



Jersey Guidance Note 3

Use of Certificates of Design (Building Structures)

Introduction

There are three different types of Certificate of Design that can be issued by Approved Certifiers of Design under the SER Scheme:

- New Building Certificate;
- Alterations and/or Extensions of an Existing Building Certificate;
- Material Change of Use of a Building Certificate.

It is important that the certifier understands the differences.

Each of the certificates comprises a Part A which has to be signed and dated by the Approved Certifier and a Part B which has to be signed and dated by the Certification Coordinator for the Approved Body.

In addition to the certificate(s) the Certifier needs also to complete the following schedules:

- 1) Schedule 1-List of all drawings, details and calculations assessed for the purposes of issuing the design certificate;
- 2) Schedule 2-List of details which have yet to be designed and which are not covered by the design certificate;
- 3) Schedule 3-Scope of certification and how certified. See also Jersey Guidance Note 2 Options for Certification.

Schedule 1 and schedule 2 (if applicable) should be attached to the original design certificate and submitted to the PED. This submission can be either at the time the application for a building permit is made or at a later date to discharge a condition attached to the building permit. A schedule 3 should always be completed for a New Building Certificate and an Alterations and/or Extensions of an Existing Building Certificate and be kept with the record copies of the certificate and schedules. In the situation where a Material Change of Use of a Building Certificate also includes for alterations work then a schedule 3 should be completed and kept with the record copies of the certificate and schedules. Schedule 3 is never issued to the PED. In the case of staged certificates, when the schedules are being completed, the information that the Certifier inputs onto the schedule should only be relevant to that particular stage.

Where a building permit application includes work that is outside the scope of a single certificate (New Building, Alterations and/or Extensions, Material Change of Use), each relevant certificate must be submitted. Failure to submit the correct certificate

Jersey Scheme for Certification of Design (Building Structures)

and schedule(s) may result in a delay in work commencing on site. It is important to check that the description of work and the project address are compatible with the permit application, certificates can, however, be amended by the SER Administrator. Details of all certificates issued should be entered into the Certifiers logbook and copies of certificates and any associated schedules should be kept by the Approved Certifier for record and future SER audit purposes.

Jersey Scheme for Certification of Design (Building Structures)

1) New Building Certificate

A New Building Certificate should be used in support of a building permit application for the construction of any new building including a building on the same site as an existing building where they are not physically connected.

A New Building Certificate should always be accompanied by the relevant schedules, ie schedule 1, schedule 2 (if applicable) and schedule 3 (not issued to the PED).

Conditional Approvals:

In cases where the structural design is not fully completed at the time the application for a building permit is made, a conditional approval requiring a design certificate to be provided will be granted by the PED. This condition must be discharged before work relating to that condition can commence on site. Care must be taken to ensure that the certificate covers all of the proposed work described on the permit application. If it does not cover all of the work, details of those elements that still need to be certified must be included in schedule 2.

Frequently standard components or details will be designed by specialist contractors who have either not been chosen or have not produced their designs when the building permit application is made. The design of these components or details will therefore need to be certified at a later date when specialist contractors are appointed and/or have produced their designs. If a design certificate is to be issued before the design for all structural components / details are finalised the elements which have not been certified must be clearly described in schedule 2.

For further information regarding the procedure for Conditional Approvals refer to SER Jersey Technical Bulletin No. 1.

Jersey Scheme for Certification of Design (Building Structures)

2) Alterations and/or Extensions of an Existing Building Certificate

Except where a material change of use of a building is also proposed, an Alterations and/or Extensions of an Existing Building Certificate is used in support of a building permit application for the alteration and/or extension of an existing building.

An Alterations and/or Extensions Building Certificate should always be accompanied by the relevant schedules, ie schedule 1, schedule 2 (if applicable) and schedule 3 (not issued to the PED).

Conditional Approvals:

In cases where the structural design is not fully completed at the time the application for a building permit is made, a conditional approval requiring a design certificate to be provided will be granted by the PED. This condition must be discharged before work relating to that condition can commence on site. Care must be taken to ensure that the certificate covers all of the proposed work described on the permit application. If it does not cover all of the work, details of those elements that still need to be certified must be included in schedule 2.

Frequently standard components or details will be designed by specialist contractors who have either not been chosen or have not produced their designs when the building permit application is made. The design of these components or details will therefore need to be certified at a later date when specialist contractors are appointed and/or have produced their designs. If a design certificate is to be issued before the design for all structural components / details are finalised the elements which have not been certified must be clearly described in schedule 2.

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Jersey Scheme for Certification of Design (Building Structures)

3) Material Change of Use of a Building Certificate

A Material Change of Use of a Building Certificate is used in support of a building permit application for the material change of use of an existing building to a new use as defined in bye-law 2 of the Building Bye-laws (Jersey) 2007, and is used to certify alterations carried out in connection with the material change of use.

Conditional Approvals:

In cases where the structural design is not fully completed at the time the application for a building permit is made, a conditional approval requiring a design certificate to be provided will be granted by the PED. This condition must be discharged before work relating to that condition can commence on site. Care must be taken to ensure that the certificate covers all of the proposed work described on the permit application. If it does not cover all of the work, details of those elements that still need to be certified must be included in schedule 2.

For further information regarding the procedure for Conditional Approvals refer to SER Jersey Technical Bulletin No. 1.

Jersey Scheme for Certification of Design (Building Structures)

Appendix

a) Revised Building Applications.

Where a building permit has been granted on the basis of a certificate any subsequent revised application will create the situation where, either a new design certificate (with new schedules 1, 2 and 3), or a confirmation letter stating that the current design certificate is still valid, will need to be submitted with the revised building application. In all cases of amendments to permits (including conditional permits) the certifier must be notified of the changes. The certifier will then, after consideration of the amendment, decide whether a new certificate or a confirmation letter is appropriate. The following table provides guidance on this procedure:

Amendment to permit due to:

Type of revision: 1. **Change to building structure (certified work)** 2. **Changes affecting building structure** 3. **Changes not affecting building structure**

Type of revision:	1. Change to building structure (certified work)	2. Changes <u>affecting</u> building structure	3. Changes <u>not</u> affecting building structure
Certifier action	Check of existing design	Check of existing design	Assessment required
	New certificate required	New certificate required	Confirmation letter required

b) Change of Certifier or Approved Body

It is the intention of the scheme that an individual Certifier should certify all of the structural aspects of the entire design of the building. In the case of revised building applications and projects which are certified in stages, each design certificate should therefore normally be signed by the same individual. However, in some cases this may not be possible. Reference should be made to section 4.6 of the Scheme Guide for details of the action to be taken in such circumstances. In the case of an amendment for a staged certificate permit the SER Administrator should be notified so that the necessary changes to the SER database can be made to allow the new Approved Certifier or Approved Body to create subsequent certificates.

c) Amendments to Building Bye-laws.

The design certificate has to relate to the Building Bye-laws in force at the date the building permit application is made. A certificate could be signed and dated some time before a permit application is made. During this period it is also possible that a change to the Building Bye-laws could come into force which was not considered by the Certifier initially. In this case it is the responsibility of the Certifier to establish that the design complies with the amended Bye-laws or to instigate any necessary

Jersey Scheme for Certification of Design (Building Structures)

design change before the building permit application is made. Therefore the Certifier should advise the client accordingly when a change in legislation is anticipated.

d) Amendments to Certificates

Minor amendments to certificates such as project address and description of work can be made free of charge by the SER Administrator either before or after a building permit application is made. An amended certificate is automatically generated by the SER IT system.

e) Cancellation of Certificates

Sometimes although a certificate has been created a building permit application is not made (perhaps there is no funding or the client changes his or her mind etc). Occasionally an Approved Body may have difficulty obtaining fees from a client. In these circumstances SER has been requested to cancel certificates. Approved Bodies should be aware that once a Certificate has been submitted to the PED it can not be cancelled and others have a right to depend on the contents of that Certificate regardless of whether the Approved Body has been paid.

SER can cancel a certificate that has been created but not issued to the PED. A refund of the certificate fee will not normally be made.

f) Changes to email address

Should the email address of an Approved Certifier or Approved Body change it is important that SER is advised as soon as is possible. Failure to do so could result in delays to the issue of certificates or the processing of any amendments to certificates.

g) Payment methods

Payment for a certificate may be made by Credit or Debit card on-line or by cheque to SER Ltd. An Approved Certifier has the option of having the invoice made to himself or herself or to the Approved Body.

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