

Requirements to Assess and Improve Energy Performance and Emissions in existing Non-Domestic Buildings – Information Leaflet

Is there now a requirement to assess and improve existing buildings?

Yes. Under [section 63 of the Climate Change \(Scotland\) Act 2009](#), Scottish Ministers must, by regulations, require building owners to assess the energy performance and greenhouse gas emissions of non-domestic buildings and to take steps, identified by assessment, to improve energy performance and reduce the emissions arising from use of such buildings.

New regulations, [The Assessment of Energy Performance of Non-domestic Buildings \(Scotland\) Regulations 2016](#), set out requirements on building owners for the assessment and improvement of the carbon and energy performance of existing non-domestic buildings.

Who is affected?

Regulations apply to owners of buildings, who plan to sell or lease to a new tenant, where the building (or building unit) for sale or lease is **over 1,000 m² in area**.

When do the regulations come into force?

Regulations apply to any qualifying building offered for sale or rental to a new tenant on or after **1 September 2016**.

What action is required?

Requirements for assessment and improvement are **additional** to the need to have a valid Energy Performance Certificate (EPC) for the building (a requirement for such transactions since 4 January 2009). Where the regulations apply (see 'step 1' overleaf), a building owner needs to produce an **Action Plan** which identifies energy and emissions savings targets and how those targets will be met by improvement to the building.

This is done by a Section 63 Advisor who will calculate improvement targets for the building using approved software. Targets are set by applying seven prescribed measures to the extent to which they are relevant to the existing building. The seven measures are:

- Draught-stripping windows and doors, to reduce heat loss from unwanted ventilation.
- Upgrading lighting controls to include occupancy or photoelectric sensors, if absent.
- Adding central timer controls to the heating system, if absent.
- Adding insulation to any hot-water storage cylinder present, if uninsulated.
- Improving lighting, replacing low efficiency incandescent lamps where present.
- Improving insulation in poorly insulated roofs, where roof space is accessible.
- Replacing the boiler if it is older than 15 years

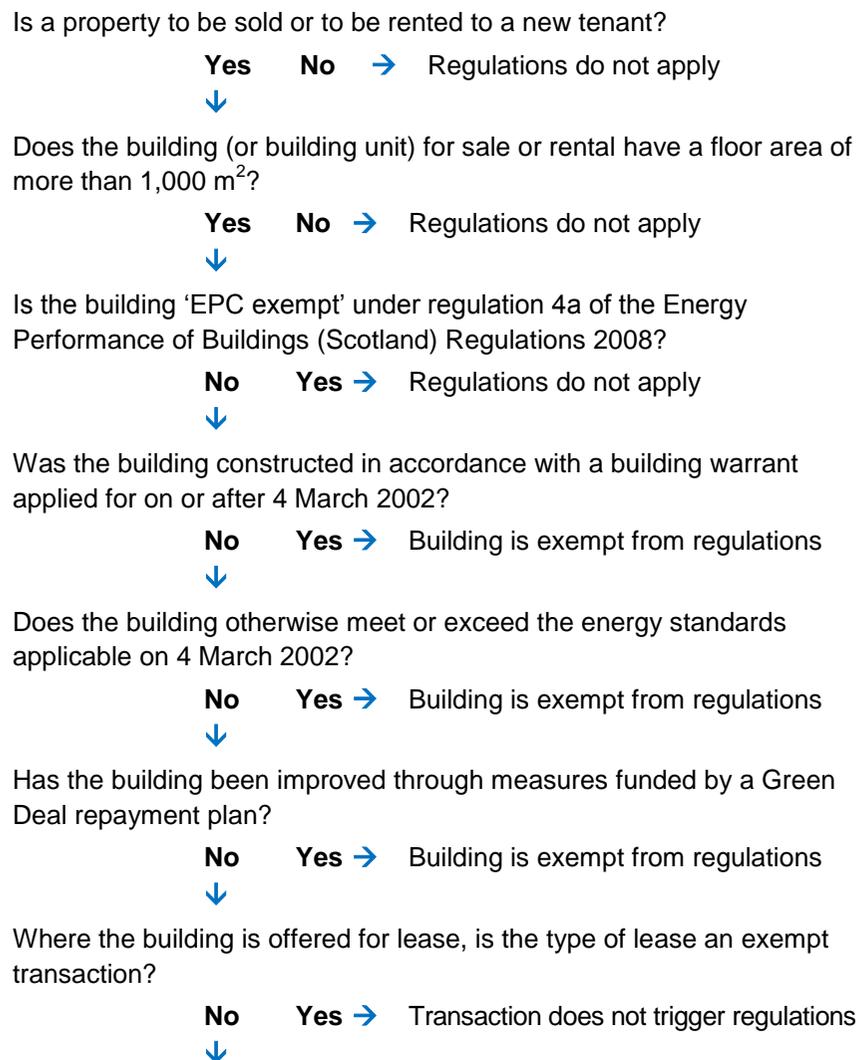
The owner must then finalise a package of improvement measures with their Advisor and decide whether to carry out improvements or, alternatively, report annual operational energy use through production of a **Display Energy Certificate (DEC)**. All of this information will be recorded on the Action Plan document and be available from the [Scottish EPC Register](#). This information must, like an EPC, be made available to prospective buyers or tenants and a copy issued to the buyer or new tenant. This process is shown in 'step 2' overleaf.

Where can I find out more?

Information on the regulations, the assessment process and how to undertake it are published on the Scottish Government website at www.gov.scot/section63.

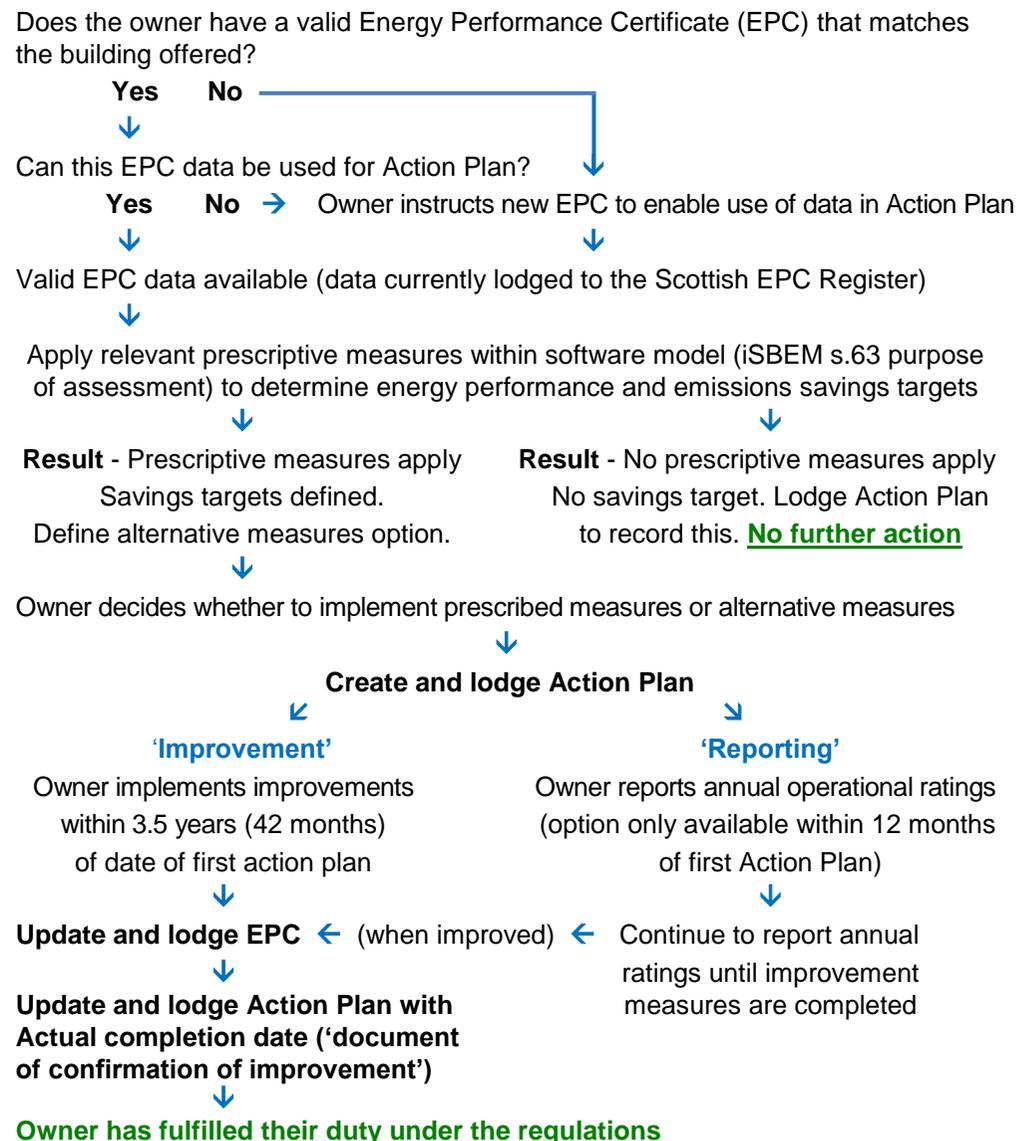
This includes background to the new regulations, a 'Guide for Building Owners' and a Frequently Asked Questions document which will be updated in response to comments and queries received on the new regulations.

STEP 1 - Do the new regulations apply to my building?



Building/building unit for sale or rental is subject to assessment under the regulations - Action Plan required. Go to Step 2.

Step 2 - Action Plan – the assessment and improvement process



If, after reading the information on our website, you have further questions, these may be directed to buildingstandards@gov.scot (please use 'Section 63' as the email subject) or, by telephone, to 0131 244 6639.

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