

REGISTERED DETAILS LABSS INFORMATION PAPER RD/01/V3/2015 General**Partnership Schemes
“A Better Way to Build”****Designs specialising in standard systems and components and innovative products**

LABSS is at the forefront of delivering national decisions, offering **Partnership Schemes** that provide a consistent, effective assessment and approval service for designers, developers and contractors. LABSS provides various options for these national discussion and decisions.

Options are

- The **Partnering Authority Scheme (PAS)** partners developers with a single lead authority for all their building warrant applications throughout Scotland.
- The **Expert Liaison Group (ELG)** will, at the request of applicants, investigate new ideas, wherever they occur.
- **Scottish Type Approval Scheme (STAS)** provides assessments and approvals of designs of standard buildings that are to be constructed in Scotland. STAS approvals are accepted by all Scottish Local Authority verifiers.
- **Registered Details (RD)**, in collaboration with LABC, registers standard system component designs and innovative products that will be accepted by local authorities throughout the whole of the UK.
- **Memorandums of Understanding (MOUs)** provide working in partnership with the Scottish Fire & Rescue Service (SRFS) and Homes for Scotland (H for S) - others will follow.

This Information Paper explains the Registered Details (RD) Scheme

If you are a developer who is likely to be building throughout Scotland, then the **Registered Details (RD) Scheme** is likely to be useful to you.

What are Registered Details?

The **Registered Detail (RD)** option, administered by **Local Authority Building Standards Scotland (LABSS)** in Scotland's Local Authorities has been established to provide:-

- Consistent interpretation of building standards,
- A single point of contact with building standards authorities,
- Confidence in a design registered under the Scheme,
- A fast track through building standards approval,
- Provide a readymade library of rigorously checked systems and products for the specifiers,
- Checks by the local authority will be confined to site related matters.

By following the **RD** rules and procedures the scheme will provide a national interpretation of the Building Standards for specific standard designs products.

What is covered by a Registered Detail?

All building systems or modular construction are appropriate for assessment under this scheme. The scheme can deal with all elements the building and is particularly appropriate to innovative product development under the relevant Building Standards.

The scheme may be as inclusive or exclusive as you may decide, e.g. should you wish to exclude parts of service installations this could be accommodated. The scheme is ideally suited to standard designs, which are to be repeated across the country, but there is no reason why “one-off designs of an innovative nature which may be replicated, even in part, elsewhere in the country” cannot be registered.

The intention of the Registered Detail option is to give comfort to developers and designers that their particular element of construction or component has been checked against the specific requirements of the Mandatory Standards issued under the Building (Scotland) Regulations 2004 and the related and supporting Technical Handbooks.

WARNING: This is not a substitute for assessment and test under a UKAS Accredited Test System such as BBA; TRADA; BRE or recognised and accredited Fire Testing Organisations.

On the contrary it would be a normal pre-requisite that such applications or enquiries for a Registered Detail would have already been subjected to independent accredited assessment and testing criteria. Applicants and enquirers should bear these aspects in mind when considering a submission under STAS.

Who can seek assessment?

A Registered Detail may be obtained by:-

- any product developer or
- any individual designer, developer or builder

who are involved in the preparation of the design and/or the construction of system buildings, elements of constructions or components and products.

How do I submit an application?

A completed application form and a register of the names and type of the system to be subject to assessment should be submitted by you to the Administrator of the **Registered Details**. This information must be supported by the submission of the prescribed fee as indicated on the Application Form. If your application is suitable for acceptance under RD, the Administrator will advise you where to send further information in support of your application.

The Administrator of the **Registered Details**, following discussion and agreement with yourselves, will appoint a Research Authority to lead your application and they will be your future point of contact throughout the process. The assessment process will involve a joint team of assessors from the Lead Authority and other checking bodies to jointly appraise your application, but, importantly your contact is only with the nominated Lead Authority.

The Lead Authority will contact you;

- to establish a line of communication and
- agree time based performance target between you and the Lead Authority,

Once the details have been assessed you will receive a Registered Detail for each system type together with a set of approved plans [where appropriate]. Registered Details are issued through Local Authority Building Standards Scotland.

Even after you receive the Registered Detail the Lead Authority will remain your point of contact for any issues which may arise in respect of matters covered by the certificate. Site-specific issues are considered under the “normal building warrant process” and any issues arising from site conditions will be dealt with by the receiving authority.

Registered Details allow those authorities receiving the site-specific building warrants to eliminate duplicate assessments on standard building types.

What information needs to be submitted in support of your application?

As with any application for assessment under the Building Standards system, supporting information is required. You should provide the following in an electronic format*:-

*If an electronic format is difficult for you please discuss this with the **STAS** Administrator

To the Administrator:-

- a completed application form together with the prescribed fee, [see Application Form for Fee Levels],
- a register of the names and types of the buildings to be subject to assessment. [This may be completed on the Application Form or may be submitted in a separate sheet].

To the Lead Authority:-

- a register of the names and types of the elements/products to be subject to assessment,
- a register of any supporting drawings and specification literature,
- any supporting structural certification [not calculations], and
- any other supporting certification deemed necessary to allow a full assessment to be made, i.e. thermal efficiency, heating installations etc.
- two complete sets of plans.

To the Checking Body [should the Lead Authority so request]:-

- a register of the names and types of the elements/products to be subject to assessment,
- a register of any supporting drawings and specification literature,
- any supporting structural certification [not calculations], and
- any other supporting certification deemed necessary to allow a full assessment to be made, i.e. thermal efficiency, heating installations etc.
- one complete set of plans.

What is the STAS position in respect of Structural Assessments?

LABSS currently use a Statement of Structural Adequacy document for Structural Confirmation of Work for the purposes of certifying Registered Details proposals allied to the site-specific building warrant process.

What do I do if there is a lack of supporting information when I make the Registered Detail application - reserved matters?

Ideally it is better if all details are submitted with your application but sometimes this is not possible or it may not suit you at the time. Should this occur, you should discuss with the Lead Authority [or the Administrator if prior to the submission of an application] when confirmation will be provided on the best way forward to deal with such reserved matters. This will, of course, reduce the effectiveness of the certificate but is nevertheless available if needed.

Does the existence of a Registered Detail reduce the building warrant fee?

The fee for your Registered Detail does not affect your normal building warrant application fee.

Charges are made for the Registered Detail. However, the process can save you money and time as local authorities will spend less time checking plans for a specific project, and thus there will be a reduced need to discuss and seek additional information from you.

The current Registered Detail fees list is indicated on the application form and on the LABSS / **STAS** web site. Details of the Scottish local authority statutory national building warrant charges are obtainable from the local authorities and on the LABSS web site at www.labss.org

What do I need to do when making a building warrant application with a supporting Registered Detail?

When you are ready to make a building warrant application for a specific site, contact the local authority appropriate for the area to obtain the Building Warrant application form (see note (a) below) and return it to them with the following information:-

- a photocopy of your current Registered Detail,
- a copy of the variation schedule if relevant,
- 2 sets of plans which must be true copies of the approved plans stated on the certificate,
- any details/information required to satisfy any reserved matters,
- the correct building warrant fee,
- site specific works not covered by the Registered Detail.

NOTES:

- (a) a supply of national building warrant application forms which are accepted by all Scottish local authorities can be obtained free of charge on request from the Authorities,
- (b) if you have amended the drawings since the certificate was issued, you should clearly describe the changes with your building warrant application in a covering letter.
- (c) to avoid delays you are advised to ensure that the certificate is attached to the Building Warrant application form.

What checks do the local authorities carry out under the site-specific building warrant procedures?

The local authority will check any reserved matters and any site related issues not included on the certificate, for example, matters such as siting, drains and foundations.

Also, any amendments identified by you will be checked. A Registered Detail enables your building warrant application to be processed more quickly and you will not be required to alter any details shown on the Registered Detail specifications and supporting information.

What is the status of Registered Detail and are there any limitations in its use?

Your Registered Detail is a valuable document so please keep it safe. Using it to make a building warrant application will save you time and money.

How long is it valid?

Your Registered Detail remains valid for an initial period of 12 months from the date of issue. It will automatically be renewed annually, following the payment of the requisite fee (currently £300) and will remain in force unless :-

- any changes of legislation occur,
- any changes in Building Standards occur, or
- any changes in circumstances occur which, in the opinion of the **LABSS**, renders the current certificate invalid.

The **RD** Administrator will advise you when you must make any changes.

NOTE: The Association reserves the right to make a charge for any replacement certificate.

What do I do if I want to amend the Registered Detail?

It is recognised that in time, for various reasons, you may wish to amend a Registered Detail and this is not a problem.

If the changes are minimal:-

- you may use the normal application for an amendment of a building warrant procedures through the Scottish local authority in whose area you are actually building the project, or
- you may seek a Variation Schedule through the **LABSS**. All you need do is submit your amended proposals to the **RD** Administrator, together with requisite fee. **LABSS** will finalise the Variation Schedule and issue a revised Registered Detail.

Alternatively, if you prefer, or if the changes are more significant, a separate Registered Detail can be issued. Amended documents will be required and in this case you will need to give a different reference to the amended submission to differentiate it from the original.

NOTE:

The Association reserves the right to make a charge for amending the Registered Detail, or issuing a variation schedule. The Administrator can advise you on all prescribed fees.

If I have a complaint – what do I do?

Every effort is made to keep problems to a minimum but it is recognised that sometimes things can go wrong. You, as the customer, should not be involved in any differences that may arise between the inspecting local authority and the approving authority. This will be handled by **LABSS**.

In the unlikely event that you do not agree with the assessment made when your application is first appraised, you have the right to appeal to Local Authority Building Standards Scotland who will ensure that your case is heard and a decision is reached within ten days. You can initially telephone the **RD** Administrator but you must also put your complaint in writing.

What can Registered Details do for you?

Registered Details offers significant benefits for research and development companies and product suppliers commissioning complex developments that include standard elements.

Retail developments, shell fit outs, restaurants, hotels, leisure facilities, warehousing, office buildings and industrial units all frequently incorporate standard design elements within the overall scheme. A Registered Detail for standard details will speed up the assessment process and ensure that your project progresses more rapidly. The involvement of local authority professional building standards staff is the client's guarantee of a service, which is publicly accountable, with independent plan checking and site inspection.

We are committed to offering every assistance to make the application and assessment system as quick and easy as possible – including providing a single point of contact for you.

What are the benefits?

The Registered Detail Scheme is your guarantee of :-

- consistent interpretation of building standards,
- a fast track through building standards assessment,
- an agreed time based performance target between you and the Lead Authority,
- a single point of contact with building standards authorities,
- confidence in a design checked by **LABSS**,
- checks by the local authority will be confined to site related matters

If I have further questions, where do I go?

If you would like to know more about the **Registered Detail** process described in this brochure, you can contact the **RD** Administrator direct or visit our web site www.labss.org

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