

THIS IS AN IMPORTANT DOCUMENT – PLEASE KEEP IT SAFE.



Certificate Number:

Building Regulation Compliance Certificate

This is to certify that

Contractor name:

Membership number:

Completed the roofing works

At [site address]

On [date]

This certificate is to confirm that the contractor named above, who is registered with CompetentRoofer Ltd, has certified that the above roofing works are compliant with Parts 4 and 7 of Building Regulations 2010.

You should attach your contractor's written guarantee to this certificate as your solicitor may require both these documents if you move house.

This Building Regulation Compliance Certificate has been issued by Certass Ltd, the approved management service provider for the CompetentRoofer scheme. CompetentRoofer Ltd will notify Local Authority Building Control of your works under the terms of CompetentRoofer Ltd licence. Certass Ltd is recognised by all Local Authorities and major insurers.

If you have any questions about this certificate please visit www.competentroofer.co.uk or telephone 08450 948 025

Details of The National Federation of Roofing Contractors Ltd's licence for CompetentRoofer Ltd may be viewed on the Department for Communities and Local Government website:

<http://www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes/>

**CompetentRoofer Ltd
c/o Certass Ltd
37 Carrick Street
Ayr
KA7 1NS**



[Correspondence Address]

Dear Sir/Madam,

Re: CompetentRoofer Ltd – Building Regulation Compliance Certificate

This Certificate is to certify that the roof refurbishment to your property is compliant with the appropriate Building Regulations that were in force at the time when the works were carried out. Your contractor has provided details of the work allowing us to issue a Building Regulation Compliance Certificate and pass the relevant details to your Local Authority Building Control Office.

Please ensure that you have received the correct documents and all details are correct.

Regulation

It is a legal requirement for certain roof repairs and replacements to be registered with your Local Authority Building Control or with an approved self-certification scheme. Your contractor has chosen to join an approved self-certification scheme called **CompetentRoofer Limited**.

1. CompetentRoofer Limited

Membership of CompetentRoofer Ltd is not automatic. Contractors must satisfy certain criteria in order to qualify for membership. We also conduct random inspections on works to ensure contractors meet with the Building Regulations. However CompetentRoofer Ltd, or their approved management service provider Certass Ltd, cannot be held responsible for any liability in the event of a contractor's works not being compliant with the appropriate regulations.

2. Guarantee

It is a requirement of CompetentRoofer Ltd that the customer is provided with a written guarantee from the contractor. Please ensure that you have received this guarantee and that details of the contractor are the same as those shown on the certificate overleaf.

3. Insurance

- a. Non-domestic customers must have been given the opportunity of an insurance policy to protect their guarantee in the event of the contractor ceasing to trade during their guarantee period.

This could be by either:

- 1. An offer of insurance sent directly from CompetentRoofer Ltd's approved insurance provider; or
 - 2. Your contractor may have an arrangement where insurance is automatically given on all contracts, in which case you will receive the policy within 6 weeks of completion of works.
- b. Domestic customers automatically receive the benefit of a 10 year guarantee.

Important

Please ensure that this certificate is kept in a safe place along with the contractor's guarantee and the insurance policy, if applicable. Any other documents relevant to your works should also be kept safe as these may be required if you decide to move house.

Further Action

If this certificate is incorrect you should amend where appropriate and return the certificate immediately to Certass.

If you have not been supplied with a written guarantee from your contractor*, or, on industrial / commercial contracts only, you were not given the offer for insurance, please tick the relevant boxes below and return the tear off slip.

*Your contractor's guarantee may be included in the wording of the contract or invoice given to you, please check all documents which you have received.

** Please allow 6 weeks from completion of works to receive your Insurance Backed Guarantee from your contractor's chosen insurance company.

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If necessary, please detach this slip and return to:

CompetentRoofer Ltd, c/o Certass Ltd, 37 Carrick Street, Ayr, KA7 1NS

Certificate Number:

Name of Contractor:

Membership Number:

Please tick: Contractor Guarantee not given. *See above

Insurance policy to cover the guarantee not offered. **See above