

# THE POWER TO COMPLY WITH BUILDING REGULATIONS



## BUILDING REGULATIONS – APPROVED DOCUMENT F (VENTILATION)

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### Commissioning and Notification requirements in England & Wales

Approved Document F - Ventilation covers the requirements for ventilation systems in England & Wales.

It requires all fixed mechanical ventilation systems, where they can be adjusted, to be commissioned and a commissioning notice given to the local Building Control Body (BCB) as well as requiring that the work complies with any other requirements such as Part P and Part L of the Building Regulations.

Note - This is only required where 'building work' is carried out and this is defined in Schedule 3 of the Building Regulations.

For mechanical ventilation systems installed in new dwellings, air flow rates shall be measured on site and a notice given to the Building Control Body (BCB). This shall apply to intermittently-used extract fans and cooker hoods, as well as continuously running systems.

The owner shall be given sufficient information about the ventilation system and its maintenance requirements so that the ventilation system can be operated to provide adequate air flow.

Further information can be found on the following websites -

#### England

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/468871/ADF\\_LOCKED.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/468871/ADF_LOCKED.pdf)

#### Wales

<http://gov.wales/topics/planning/buildingregs/approved-documents/part-f-ventilation/?lang=en>

### Notification of work covered by the ventilation requirements

In most cases where it is proposed to carry out notifiable ventilation work on a building it will be necessary to notify the work to a BCB in advance. This notification would usually be by way of a full plans application or a building notice given to a local authority, or an initial notice given jointly with the approved inspector. However, there are three circumstances where such work need not be notified to a BCB in advance:

#### Competent person self-certification schemes

It is not necessary to notify a BCB in advance of work which is to be carried out by a person registered with a competent person self-certification scheme, such as the NICEIC Ventilation Scheme, for that type of work.

In order to join such a scheme a person must demonstrate competence to carry out the type of work the scheme covers, and also the ability to comply with all relevant requirements in the Building Regulations.

Where work is carried out by a person registered with a competent person scheme, regulations require that the occupier of the building be given, within 30 days of the completion of the work, a certificate confirming that the work complies fully with all applicable building regulation requirements. The work also needs to be notified to the local BCB. These certificates and notices are available through the NICEIC Ventilation scheme.

#### Emergency repairs

Where the work involves an emergency repair, e.g. to a failed fan there is no need to delay making the repair in order to make an advance notification to the BCB where this is not practicable. However, in such cases it will still be necessary for the work to comply with the relevant requirements and to give a notice to the BCB at the earliest opportunity, unless an installer registered under an appropriate competent person scheme carries out the work.

A completion certificate can then be issued in the normal way.

#### Minor works

Where the work is of a minor nature as described in the schedule of non-notifiable work (Schedule 4 to the Building Regulations), the work must still comply with the relevant requirements but need not be notified to the BCB. In relation to mechanical ventilation systems such work includes:

- Replacement of parts, or the addition of an output or control device where testing and adjusting is not possible or would not affect the system's energy efficiency;
- Provision of a self-contained mechanical ventilation or air-conditioning appliance provided that any electrical work is exempt from a requirement to give advance notice to a BCB, and testing and adjustment is not possible or would not affect its energy efficiency, and the appliance is not installed in a room containing an open-flued combustion appliance. Examples might be a cooker hood, a bathroom extract fan which cannot be adjusted from their factory settings.



### Refurbishing a kitchen or bathroom in an existing dwelling

If any of the work being carried out in the kitchen or bathroom of an existing building is 'building work', the Regulations require that the installer complies with the appropriate requirements of the Regulations, and in doing so they do not make compliance with other requirements of the Regulations, including ventilation, worse than before.

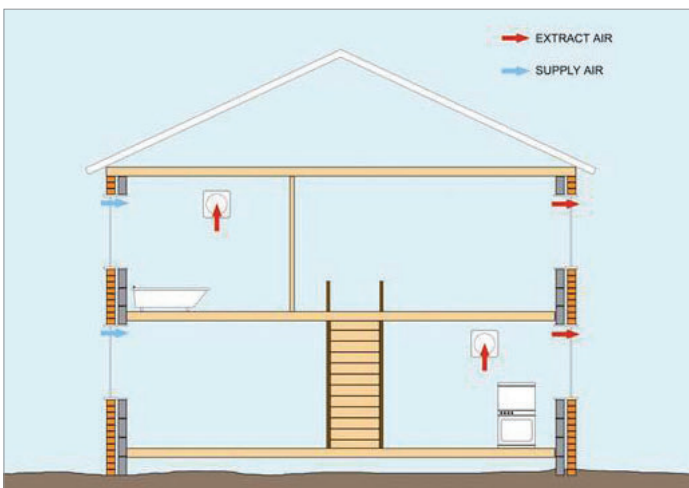
The Regulations also require that before they start work, the work is notified to a BCB, except in certain circumstances. (See Notification of work covered by the ventilation requirements above for details of notification requirements and exemptions.)

If they carry out any 'building work', and there is an existing extract fan or passive stack ventilator (or cooker hood extracting to outside in the kitchen), they should retain or replace it. However, if there is no existing ventilation system they need not provide one. Replacing an extract fan or cooker hood with a similar type, and using the existing cabling, need not be notified to a BCB.

If a combustion appliance is installed, Approved Document J: Combustion appliances and fuel storage systems should be consulted.

\*The definition of 'building work' in regulation 3 of the Building Regulations includes a range of building activities in existing buildings, and includes all work on controlled services. For more information see the Building Regulations 2010 at:

[www.planningportal.gov.uk](http://www.planningportal.gov.uk)



## Documentation to be handed over to the end user

### Operation and maintenance manual

The operation and maintenance manual should contain specific instructions for the end user on how and when to use the ventilation system, including information on the intended use of available fan settings. Information should also be provided to suggest when the system components should be cleaned and maintained.

The following information should be provided where relevant:

- design statement that sets out the key characteristics of the system provided along with specific, non-technical information on how and when the system should be used
- manufacturer's contact details
- use of air inlets for background ventilation
- location of and setting automatic controls (e.g. humidity and timer controls)
- location and use of on/off and boost settings for mechanical ventilation system
- adjustable extract air terminals on vertical PSV ducts
- instructions on how cleaning and maintenance should be carried out, including replacing filters
- location of filters if not installed within the fan unit
- if there are no filters on extract terminals, how ducts can be accessed for cleaning, and recommendations on how and when cleaning should be undertaken
- recalibration or checking of sensors and their location.

The operation and maintenance manual should also contain relevant manufacturers' literature which was supplied with the system or with individual components of the system. This might include component specifications, installation guidance, operating instructions, maintenance schedules, guarantees, registration card, spare part lists, means of obtaining spare parts, etc.

Completion of inspection checklist and air flow measurement test sheet should be signed and completed and included in the Operation and Maintenance manual. This form will be available to all users of NICEICOnline.

Further information and guidance can be found in the Domestic Ventilation Compliance Guide -

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/456656/domestic\\_ventilation\\_compliance\\_guide\\_2010.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456656/domestic_ventilation_compliance_guide_2010.pdf)

For more information about NICEIC's ventilation scheme or training please visit [www.niceic.com](http://www.niceic.com)