



## After your installation

After your installation has been completed, we will send you a letter and certificate (example shown). This confirms that your installation has been carried out by a member of our scheme, and that we have told LABC that it meets the requirements of the scheme. You do not need to do anything further.

If you do not hear from us within 28 days of completion of your installation, please email us on [cps@bmtrada.com](mailto:cps@bmtrada.com).

Please keep your certificate, as your legal advisors will require it when you sell your property in the future.

For more information on Competent Persons Schemes, please visit the DCLG website at [www.communities.gov.uk/publications/planningandbuilding/buildingworkleaflet](http://www.communities.gov.uk/publications/planningandbuilding/buildingworkleaflet).

### BM TRADA Certification

Chiltern House, Stocking Lane, Hughenden Valley,  
High Wycombe, Buckinghamshire, HP14 4ND  
**e:** [cps@bmtrada.com](mailto:cps@bmtrada.com)  
[www.bmtrada.com](http://www.bmtrada.com)

# How will you ensure your newly installed windows and doors comply with Building Regulations?



**BM TRADA**  
**CERTIFICATION**  
**COMPETENT PERSONS**

**Declaration of Building Regulations Compliance**

This declaration confirms that the work carried out at the following address has been completed by a member of the BM TRADA Certification Limited Competent Persons Scheme for Replacement Windows and Doors in Dwellings.

The work has been declared by the installation company as complying with regulation 4 and 7 of the Building Regulations in England.

Property Address:  
15 Salt Ash Road  
Letchworth  
Buckinghamshire  
AY12 3PN

Declaration Number: 78216

The work detailed below has been notified to BM TRADA Certification Ltd:

Installation Company: Smart Installations  
Registration Number: 56116  
Installation Date: 18 August 2011  
Number of Windows Installed: 8  
Number of Doors Installed: 2

Number of Windows Installed: 8  
Number of Doors Installed: 2

**By choosing a member of our Competent Persons Scheme you will meet your legal requirements**

If you are having replacement windows or doors fitted, you need to make sure that the work meets Building Regulations and your installation has been registered with Local Authority Building Control (LABC). Failure to comply with Building Regulations could make your building unsafe or energy inefficient and may lead to problems when you come to sell your property in the future as your legal advisors will request a copy of your Building Regulations compliance certificate.

By choosing an installer who is a member of the BM TRADA Competent Persons Scheme, you can be reassured that your installation will meet the necessary requirements, with a certificate provided directly by us.

## What are Building Regulations and why do we need them?

The Building Regulations for England and Wales are a set of standards which apply to most types of buildings, including houses and other types of dwellings. They are designed to make sure that the places in which we live and work are safe, healthy and conserve fuel and power.

If you modify your home, for example by changing your windows and doors, it is a legal requirement to comply with the relevant Building Regulations and notify the work to LABC.

## The BM TRADA Certification Competent Persons Scheme:



- ✓ Checks your installer is able to meet the Building Regulations
- ✓ Gives you a certificate to show that the work is approved
- ✓ Acts on behalf of LABC to provide approval for each installation
- ✓ Ensures that LABC are told about your installation
- ✓ Gives you peace of mind that your installer is qualified and regularly checked
- ✓ Is approved by the Department for Communities and Local Government (DCLG)

## How can you check that an installer is a member of the scheme?

All certified installers are given a certificate (shown below).

However, we strongly recommend you check your installer is certified through our website [www.bmtrada.com](http://www.bmtrada.com)



## What has your installer done to become certified?

In order to become a certified member of the BM TRADA Competent Persons Scheme for Replacement Windows and Doors in Dwellings, every installer is required to complete the following:



Prove to us (BM TRADA) that they meet our scheme requirements

Prove to us that they provide a guarantee to all customers that their work will meet Building Regulations and that they will resolve any non-compliance issues

Prove to us that they offer insurance to their customers to cover their guarantee, in case their company ceases to trade

Prove to us that they provide insurance to their customers to cover any deposits taken

Have their work checked by us through an initial audit at one of their customers' sites

**ONCE CERTIFIED**

Ongoing work is regularly inspected by us

We are given details of all installations, which are then forwarded to LABC, confirming compliance with our scheme