

WIAPS Approved Contractor Guide to Completing Certificates of Compliance

Regulation 6(1) of the Water Supply (Water Fittings) Regulations 1999, Water Supply (Water Fittings) Regulations (Northern Ireland) 2009 and the Water Supply (Water Fittings (Scotland) Byelaws 2014, requires that an Approved Contractor provides a signed certificate to the person who commissioned the work.

Where the work is notifiable, Regulation 6(2) requires that a copy be sent to the Water Supplier of that premises.

This certificate not only demonstrates your professionalism, but that an Approved Contractor is committed to meeting their legal obligations under the Regulations, and help to maintain the high quality of drinking water we enjoy in the UK.

This certificate provides a legal defence under Regulation 7 to the owner or occupier of a premises should the work be found to contravene the Regulations.

To make the process of self-certification easier, WIAPS have produced a Certificate of Compliance (also known as a Certificate of Work Completed) for members to use. This guide aims to provide advice on what sort of work should be certified, and when a certificate should be sent to the water supplier.

NEW SUPPLY		YES <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Internal <input checked="" type="checkbox"/>	External <input type="checkbox"/>
Application number:	w/a				
District Number:					
CERTIFICATE OF WORK COMPLETED					
<small>TOP WHITE COPY - Customer's copy MIDDLE BLUE COPY - Your local water supplier's copy Bottom Green Copy - File Copy</small>					
Member's Name:	Joe Bloggs		Membership No:	C1234	
Telephone No:	01234567891		Company name:	Joe Bloggs Plumbing	
Address where work carried out (please include plot numbers where applicable):					
1 House, New Street, Somewhere, NX1 5TR					
Name and address of the person who commissioned the work:					
Mr Owner, 3 Another Street, Somewhere					
Postcode:	OX1 1ER		Telephone:	09876543210	
Please give a brief description of the work completed and its location within the premises:					
Replacement bathroom suite on first floor, including: <ul style="list-style-type: none">• Replacement wash hand basin and mixer tap• Replacement bath and bath taps• Replacement WC suite					
<small>I confirm that the work carried out complies with the Water Supply (Water Fittings) Regulations 1999, Water Supply (Water Fittings) Regulations (Northern Ireland) 2009 or the Water Supply (Water Fittings (Scotland) Byelaws 2014</small>					
Signed:	J. Bloggs		Date:	1 st January 2017	
Print:	Joe Bloggs		Certificate No:	C111111	

What work should be certified?

All the work you undertake as an approved contractor must be self-certified and a copy of the certificate given to the customer.

Where the work is notifiable, including all non-domestic work, a copy of the certificate must be provided to the water company. This includes the work that, as an Approved Contractor, you are not required to give advanced notification for, namely sections 2, 4(b), 4(g), 4(l) and 4(k) in the table below.

(Please note that under the terms and conditions of WIAPS membership, advanced notification is required for the installation of RPZ valves.)

The following table is taken from Regulation 5, and all work listed below must be certified to the Water Company as well as the customer within 10 days of completing the work:

1. The erection of a building or other structure, not being a pond or swimming pool.
2. The extension or alteration of a water system on any premises other than a house.
3. A material change of use of any premises*.
4. The installation of—
 - (a) a bath having a capacity, as measured to the centre line of overflow, of more than 230 litres;
 - (b) a bidet with an ascending spray or flexible hose;
 - (c) a single shower unit (which may consist of one or more shower heads within a single unit), not being a drench shower installed for reasons of safety or health, connected directly or indirectly to a supply pipe which is of a type specified by the regulator;
 - (d) a pump or booster drawing more than 12 litres per minute, connected directly or indirectly to a supply pipe;
 - (e) a unit which incorporates reverse osmosis;
 - (f) a water treatment unit which produces a waste water discharge or which requires the use of water for regeneration or cleaning;
 - (g) a reduced pressure zone valve assembly or other mechanical device for protection against a fluid which is in fluid category 4 or 5;
 - (h) a garden watering system unless designed to be operated by hand; or
 - (i) any water system laid outside a building and either less than 750mm or more than 1350mm below ground level.
5. The construction of a pond or swimming pool with a capacity greater than 10,000 litres which is designed to be replenished by automatic means and is to be filled with water supplied by a water undertaker.

* It is a requirement to notify any proposed plumbing work relating to a material change of use. This includes any changes to a plumbing system for the storage and/or use of substances which if mixed with water would be classified as either fluid category 4 or 5, for example the installation of a rainwater harvesting or grey water system in any premises.

In Scotland and Northern Ireland, notification is also required for:

- 4 (b) a WC with an ascending spray or flexible hose;
- (j) greywater, recycled water, reclaimed water and rainwater harvesting systems;
- (k) water systems for fire fighting, including domestic sprinklers;
- (l) a flexible shower hose or other flexible outlet for use in conjunction with a WC;
- (m) a 'shower-toilet' or 'bidet- toilet' where, either as part of the WC itself or as an addition or adaptation of it, a stream of water is provided from below the spillover level of the WC pan for personal cleansing;

In Scotland only there is also an additional requirement for notification of:

- 4 (n) any system incorporating a private water supply

Filling out a certificate of compliance.

Below is a step by step guide to completing the certificate:

1. You should indicate if the certificate is for a new supply, and whether the works are internal or external (it may be both):

NEW SUPPLY	YES <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Internal <input checked="" type="checkbox"/>	External <input type="checkbox"/>
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2. You should include any applicable application or reference number issued by the water company. This may include, but is not limited to:
 - an application number for a new supply
 - an application number for a lead replacement scheme
 - an application number for a new premises
 - a reference number from a Water Regulations Contravention Noticeand where applicable a district number

Application number: <i>n/a</i>

District Number: <i>n/a</i>

3. Complete your details, including your name, membership number and company name as they appear on your membership ID card. You should also provide a telephone number.

Member's Name:	<i>Joe Bloggs</i>	Membership No:	<i>C1234</i>
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Telephone No:	<i>01234567891</i>	Company name:	<i>Joe Bloggs Plumbing</i>
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4. You should give the full address where the work was carried out, including the post code. Where work has been undertaken on multiple plots, please include the plot numbers. One certificate can be accepted for a maximum of 6 plots.

Address where work carried out (please include plot numbers where applicable):

1 House, New Street, Somewhere, NU1 5TR

5. You should provide the details for the person who commissioned the work. **This is the person who employed you to undertake the work.** This may be
- the occupier of the property
 - the landlord
 - the developer on a new site

Name and address of the person who commissioned the work:

Mr Owner, 3 Another Street, Somewhere,

Postcode: *OW1 1ER* Telephone: *09876543210* Fax:

6. You should include a description of the works completed. The description should include details of what work was completed, and the location within the premises.

Please give a brief description of the work completed and its location within the premises:

Replacement bathroom suite on first floor, including:

- *Replacement wash hand basin and mixer tap*
- *Replacement bath and bath taps*
- *Replacement WC suite*

7. You should sign and date the certificate.

Signed: *J. Bloggs* Date: *1st January 2017*

Print: *Joe Bloggs*

When and where should the certificates be sent?

Where required, a copy of the certificate should be sent to the water supplier within 10 days of the work being completed, irrespective of contract completion with the customer.

A copy should be issued to the customer on completion of the contract. However, the certificate should not be withheld due to any contractual dispute.