
Preliminary Assessment

BREEAM 2014 DR

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Date of issue

22/09/2021

Issue no.

2

Our reference

6354 – 529 Finchley Road – BREEAM DR 2014–Preliminary Report–2109–20ef.docx

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Executive Summary

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Overview

Eight Associates has been appointed, as registered BREEAM assessors, to carry out an assessment of the proposed new development of 529 Finchley Road. This assessment is under BREEAM 2014 Domestic Refurbishment (DR) Methodology.

This summary is a pre-assessment of the development and details the anticipated score following the information provided by the design team at a meeting held on 25 August 2021 with BREEAM Accredited Professional Emma Fleet, and subsequent discussions.

Project Summary

The proposed development is located in the Royal Borough of Camden and comprises the alterations to 529 Finchley Road involving the change of use from D1 Former Language School / D2 Former Fitness Studio to C3 (Dwelling houses) and amendments to the facade including refurbishment to the entrance and the rear. The proposal is to provide 6 new dwellings consisting of 2 studio dwellings, two 1 bed and two 2 bed dwellings across three floors. The studio flat on the 3rd floor also looks at a roof conversion which will require a new dormer at the rear of the property

Planning requirements for the newly constructed building are an 'EXCELLENT' BREEAM rating.

Score Summary

The site reviewed currently achieves a score of 69.8%, which equates to an 'VERY GOOD' rating, (55% is required for this rating).

Eight Associates recommend a safety margin of at least 3–5% to safeguard any rating at formal assessment.

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The BREEAM Standard

BREEAM (Building Research Establishment's Environmental Assessment Method) is the world's first sustainability rating scheme for the built environment. It sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance.

To date BREEAM has been used to certify over 560,000 building assessments across the building life cycle and is being applied in over 80 countries.

BREEAM is developed, operated and maintained by BRE Global Ltd and the operation and direction of the method is overseen by an independent Sustainability Board, representing a wide cross-section of construction industry stakeholders. Further information about BREEAM, including copies of the BREEAM standards, can be found at www.breeam.org.

Aims of BREEAM

- To mitigate the impacts of buildings on the environment
- To enable buildings to be recognised according to their environmental benefits.
- To provide a credible, environmental label for buildings.
- To stimulate demand for sustainable buildings.

BREEAM Domestic Refurbishment

BREEAM Domestic Refurbishment is a performance-based assessment method and certification scheme for residential buildings. The primary aim of BREEAM Domestic Refurbishment is to mitigate the life cycle impacts of residential refurbishment on the environment in a robust and cost effective manner. It attempts to quantify and reduce the environmental burdens of buildings by rewarding those designs that take positive steps to minimise their environmental impacts.

Projects are assessed at design and post-construction stages using a system of environmental issues grouped within the following sections:

- Management
- Health and Wellbeing
- Energy
- Transport
- Water
- Materials
- Waste
- Land Use & Ecology
- Pollution
- Innovation

Process of the Assessment

Under BREEAM Domestic Refurbishment 2014, assessments take place over two phases:

- a. Design Stage (DS): This is based on the final design for the development and the intentions of the design team. Submission before the completion of RIBA Stage 4.
- b. Post Construction Stage (PCS): This is based on the built development and requires the BREEAM assessor to carry out a site visit. Submission at RIBA Stage 6.

An interim certificate will be provided following submission of the Design Stage Assessment, with final certification being awarded following the completion of the PCS Assessment.

For projects with a short programme, it is also possible to complete a Post Construction Assessment (PCA), whereby the design and post-construction stages are combined; interim certificates are unavailable for Post Construction Assessments.

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Ratings

The assessment process results in a rating on a scale of PASS, GOOD, VERY GOOD, EXCELLENT and OUTSTANDING. The rating bands for each are as follows:

Rating	Minimum score required	Performance equivalent to (% of UK new non-domestic buildings)
Pass (P)	30%	<75% (standard good practice)
Good (G)	45%	<50% (intermediate good practice)
Very Good (VG)	55%	<25% (advanced good practice)
Excellent (E)	70%	<10% (best practice)
Outstanding (O)	85%	<1% (innovator)

Mandatory credits

Some credits, or criteria within credits, are mandatory to achieve certain ratings:

BREEAM Issue	P	G	VG	E	O
Ene 02: Energy efficiency rating post-refurbishment	0.5 Credits	1 Credit	2 Credits	2.5 Credits	3 Credits
Wat 01: Internal water use	-	-	1 Credit	2 Credits	3 Credits
Hea 05: Ventilation	1 Credit	1 Credit	1 Credit	1 Credit	1 Credit
Hea 06: Safety	1 Credit	1 Credit	1 Credit	1 Credit	1 Credit
Pol 03: Flooding	-	-	-	2 Credits	2 Credits
Mat 02: Responsible sourcing of materials	Criterion 1 only	Criterion 1 only	Criterion 1 only	Criterion 1 only	Criterion 1 only

Extra appointment considerations

It should also be considered that there are a number of external consultant reports that will be required to meet some of the BREEAM requirements for the credits that have been targeted. These include the following appointments / reports:

- Domestic Energy Assessor or SAP assessor (**Ene 0.1, 02, & 03**)
- Considerate Constructors scheme auditor (Man 02)A Crime Prevention Design Advisor or Police Architectural Liaison Officer (**Man 04**)
- Suitably qualified acoustician (**Hea 02**)
- Accessibility expert (**Hea 04**)
- MCS installer (**Ene 04**)
- Hydrologist (**Pol 02**)
- Flood resilience expert (**Pol 03**)
- Suitably qualified ecologist (**Man 05**)
- BREEAM AP (**Man 06**)
- Professional to carry out thermographic survey and air tightness testing (**Man 06**)

Score Breakdown

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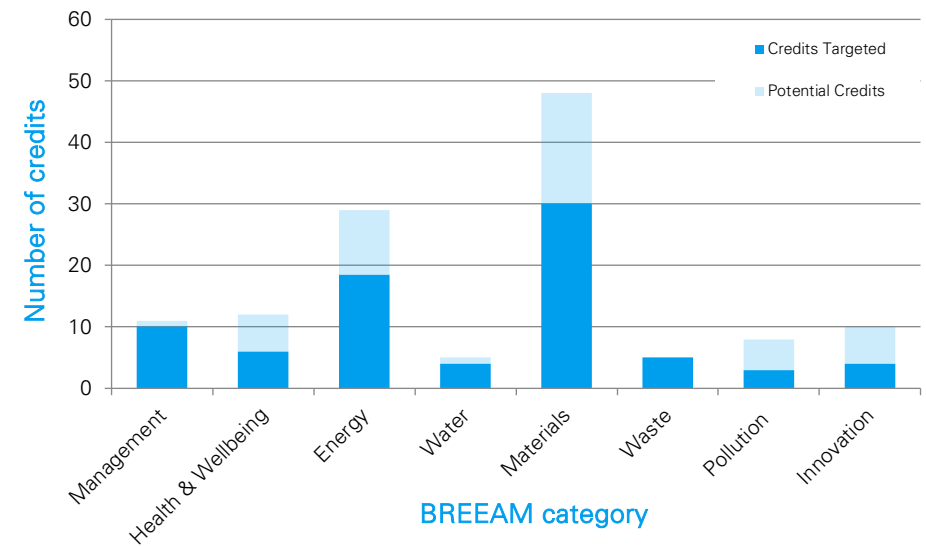
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Rating Summary

The following summary represents the scheme's preliminary score based on the assumptions in the following pages. Please contact the assessor if a score sheet is required.

Credit Categories	% Achieved	Weighting	Score
Management	90.91	12%	10.91
Health and Wellbeing	50.00	17%	8.50
Energy	63.79	43%	27.43
Water	80.00	11%	8.80
Materials	62.50	8%	5.00
Waste	100.00	3%	3.00
Pollution	37.50	6%	2.25
Innovation	40.00	10%	4.00
Total Score			69.8%
Rating			Very Good

Graphical breakdown



Management

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Man 01: Home User Guide (3 credits)

The design team has confirmed that a Home Users Guide will be provided, informing the occupants on the correct operation of the building's various systems. The guide will contain all information listed in the 'Home Users Guide Contents List' (see Appendix A), as detailed by BREEAM, and will be non-technical in nature.

Three of three credit targeted.

Man 02: Responsible Construction Practices (2 credits +1 exemplary credit)

The design team has confirmed that the site will be registered with the Considerate Constructors Scheme and will achieve a score of ≥ 35 , with at least 7 points in each section.

Two of two credits targeted. The exemplary credit is targeted.

Man 03: Construction Site Impacts (1 credit)

The design team has confirmed that the chosen contractor will operate an environmental materials policy and at least 80% of site timber will be reclaimed, re-used or responsibly sourced. In addition, the design team has confirmed that site energy and water use will be logged during the construction phase and targets will be set for usage.

One of one credit targeted.

Man 04: Security (2 credits)

One credit – Secure windows and doors

The design team has confirmed that all doors and windows are to be replaced, and that all new units will meet the security ratings set out by BREEAM.

One of one credit targeted.

One Credit – Secured by design

In addition, the design team has confirmed that a Police Architectural Liaison Officer will not be appointed to provide recommendations as to how Section 2 of Secured by Design ('Physical Security') will not be met – all mandatory recommendations will be adopted in the refurbishment specification.

Zero of one credit targeted.

In total, one of two credits targeted

Man 05: Ecological Features (1 credit +1 exemplary credit)

One credit – Protecting ecological features

The design team has confirmed that a report will be provided by a member of the design team, confirming the presence / absence of the following ecological features:

Trees of significant ecological value (i.e. trunk diameter $\geq 100\text{mm}$, ≥ 10 years old or species of significance);

- Mature hedgerows over 1m tall and 0.5m wide;
- Natural areas (e.g. flower-rich meadow / grassland / heathland);
- Watercourses (rivers / streams / canals);
- Wetlands;
- Protected species;
- Local priority UK BAP species;
- Roosting / nesting opportunities for birds / bats.

Where protected species are identified as present on site, the relevant Statutory Nature Conservation Organisation (SNCO) will be notified and the species will be adequately protected in line with BREEAM criteria.

One of one credit targeted.

Continued Overleaf

Management

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Man 05: Ecological Features (continued)

One exemplary credit – ecological enhancement

The design team have confirmed that a Suitably Qualified Ecologist (SQE) has been appointed to recommend appropriate ecological features that will positively enhance the ecology of the site all general ecological recommendations and 30% of additional recommendations will be incorporated within the design and construction.

One of one credit targeted.

In total, one of one credit targeted (+1 exemplary credit).

Man 06: Project Management (2 credits +2 exemplary credits)

One credit – Project roles and responsibilities

The design team has confirmed that all members of the project team will be involved in project decision-making, and individual/shared roles and responsibilities will be assigned across the following key design and refurbishment stages for one credit:

- Planning and Building Control notification;
- Design;
- Refurbishment;
- Commissioning and handover;
- Occupation.

One of one credit targeted.

One credit – Handover and aftercare

In addition, the design team has confirmed that a handover meeting will take place, and that at least two of the following items will be undertaken to evaluate project success:

- A site inspection within three months of occupation;

- Post-occupancy interviews with building occupants (by phone or by post) within three months of occupation;
- A commitment to providing longer-term aftercare e.g. a helpline, nominated individual or other appropriate system to support building users for at least the first twelve months of occupation.

One of one credit targeted.

One exemplary credit – Early design input

The design team has confirmed that a BREEAM Accredited Professional (AP) has been appointed to oversee key stages within the project at an early stage, prior to the production of a refurbishment specification.

One of one credit targeted.

One exemplary credit – Thermographic surveying and airtightness testing

The design team has confirmed that thermographic surveying and airtightness testing will not be carried out at both pre-refurbishment and post-refurbishment stages.

An improved air tightness target has not been set at design stage and testing will demonstrate that this has been achieved post-refurbishment.

Zero of one credit targeted.

In total, two of two credits targeted (+1 exemplary credit)

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Hea 01: Daylighting (2 credits)

One credit — maintaining good daylighting

The design team has confirmed that development will result in refurbishment results in a neutral impact on internal daylighting levels in all kitchen, living room, dining room and study spaces where present.

One of one credit targeted.

One credit — minimum daylighting

The credits for this issue will not be targeted at this stage.

Zero of one credit targeted.

In total, one of two credits targeted.

Hea 02: Sound Insulation (4 credits)

The design team has confirmed that sound testing is not feasible due to prevention of access to neighbouring properties. In lieu of this an acoustic consultant (who is a member of the Institute of Acoustics) will be appointed to confirm that Approved Document Part E will be met in full.

Two of four credits targeted.

Hea 03: Volatile Organic Compounds (1 credit)

The design team has confirmed that internal finishes and fittings that emit high levels of volatile organic compounds (VOCs) will not be avoided in the specification, in line with the criteria set out by BREEAM.

Zero of one credit targeted.

Hea 04: Inclusive Design (2 credits +1 exemplary credit)

The design team has confirmed that it will be possible to meet the inclusive design criteria as set out by BREEAM, however advance accessibility will not be possible due to the current restrictions of the building.

One of two credits targeted.

Hea 05: Ventilation (2 credits)

MINIMUM OF ONE CREDIT REQUIRED FOR ALL BREEAM RATINGS

The design team has confirmed that the following ventilation requirements will be met across the whole dwelling for all assessed units:

1. A minimum level of background ventilation will be provided (with trickle ventilators or other means of ventilation) for all habitable rooms, kitchens, utility rooms and bathrooms compliant with section 7, Building Regulations Approved Document Part F, 2010.
2. A minimum level of extract ventilation will be provided in all wet rooms (e.g. kitchen, utility and bathrooms), compliant with section 5, Building Regulations Approved Document Part F 2010.
3. A minimum level of purge ventilation will be provided in all habitable rooms and wet rooms, compliant with section 7, Building Regulations Approved Document Part F, 2010.

The design team has confirmed that ventilation will be provided for the dwellings which does not meet the requirements of Section 5 of Building Regulations Part F in full.

In addition, the following testing will also be after refurbishment:

- Pressure in accordance with the appropriate standard
- Temperature and humidity testing

One of two credits targeted

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Hea 06: Safety (1 credit)

MINIMUM OF ONE CREDIT REQUIRED FOR ALL BREEAM RATINGS

The design team has confirmed that compliant fire and (where mains gas or any other form of fossil fuel is used within the building) carbon monoxide detection systems will be installed. These will be hard-wired into the building's mains electricity supply and will feature battery back-up. In addition, the systems will meet Part B of the Building Regulations for new build, in line with the following requirements:

- Fire detection and alarm systems will be in accordance with BS5839-6:2004 and to at least a Grade D, Category LD3 standard. The system will be positioned in accordance with the Building Regulations Part B, Fire Safety Volume 1 – Dwellingshouses 2006, Section 1, Paragraphs 1.11 – 1.18.
- Carbon Monoxide detection systems will meet BS EN 50291-1:2001 and be positioned in accordance with BS EN 50292:2002. Systems should carry a British or European approval mark. Where smoke and carbon monoxide detectors are combined, they should also meet the LPS 1282 standard.

One of one credit targeted.

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Ene 01: Improvement in Energy Efficiency Rating (6 credits)

The design team has confirmed that efforts will be made to improve the energy efficiency of the dwelling, thus reducing the associated CO2 emissions. Draft SAP 2012 calculations carried out by Eight Associates demonstrate an improvement in the building's energy efficiency of >1, for which zero credits are achievable.

Zero of six credits targeted.

Ene 02: Energy Efficiency Rating Post-Refurbishment (4 credits +2 exemplary credits)

MINIMUM STANDARD FOR AN 'EXCELLENT' RATING TO BE MET IN THIS SECTION, EQUIVALENT TO 2.5 CREDITS

Draft SAP 2012 calculations carried out by Eight Associates demonstrate a post-refurbishment Energy Efficiency Rating of >70, for which two and a half credits will be achievable.

Two and a half of four credits targeted.

Ene 03: Primary Energy Demand (7 credits)

The design team has confirmed that efforts will be made to reduce the absolute total regulated energy demand of the dwelling, as a result of refurbishment.

Based on SAP 2012, Eight Associates estimate the post-refurbishment Primary Energy Demand as being <140 kWh/m²/year, for which six credits will be achievable.

Six of seven credits targeted.

Ene 04: Renewable Technologies (2 credits)

The design team has confirmed that, no renewable technology is being installed, therefore credits for renewable technologies will not be targeted.

Zero of two credits targeted.

Ene 05: Energy Labelled White Goods (2 credits)

One credit – Fridges, freezers and fridges/freezers

The design team has confirmed that all fridges, freezers and fridge freezers will have the following ratings under the EU Energy Efficiency Labelling Scheme:

- Fridges/freezers: A+

One of one credit targeted

One credit – washing machines, dishwashers, tumble dryers and washer-dryers

In addition, the design team has confirmed that all white goods will have the following ratings under the EU Energy Efficiency Labelling Scheme:

- Two Washing machines: A++
- Dishwashers: A+
- Washer driers and tumble dryers: A

Where no white goods are provided to the dwelling(s) the EU Energy Efficiency Labelling Scheme Information Leaflet will be provided to each dwelling.

One of one credit targeted

In total, two of two credits targeted.

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Ene 06: Drying Space (1 credit)

The design team has confirmed that 4m+ of drying line will be installed, permanently fixed within a bathroom or utility room. The room will be heated and will feature adequate, controlled ventilation compliant with the Building Regulations Approved Document Part F.

One of one credit is targeted.

Ene 07: Lighting (2 credits)

One credit – External lighting

The design team has confirmed that energy efficient space lighting (including lighting in communal areas) providing illuminance of more than 45 lumens per circuit watt will be provided.

Where provided, security lighting will be designated for energy efficiency and adequately controlled such that:

- Burglar security lights have a maximum wattage of 150 W, movement detection control devices (PIR) and daylight cut-off sensors.
- Other security lighting which has energy efficient fittings and is fitted with daylight cut-off sensors or timers.
- Lighting design for the affected areas should follow the requirements of the standard(s) applicable or
- CIBSE LG9 and should not compromise the safety of any persons using the building.

One of one credit targeted.

One credit – Internal Lighting

The design team has confirmed that the energy required for internal lighting will be minimised through the provision of a maximum average wattage across the total floor area of the dwelling of 9 Watts/m².

One of one credit targeted.

In total, two of two credits are targeted.

Ene 08: Energy Display Devices (2 credits +1 exemplary credit)

The design team has confirmed that a compliant energy display device will be specified. This device will be capable of displaying and recording current electricity and primary heating fuel consumption data.

In addition, any specified energy display devices will be capable of recording consumption data to be stored internally for a minimum of two years

Two of two credits targeted (+1 exemplary credit)

Ene 09: Cycle Storage (2 credits)

The design team has confirmed that storage will be provided for ten cycles within the bike shelter at the rear of the property, therefore two credits are achievable.

Two of two credits are targeted.

Ene 10: Home Office (1 credit)

The design team has confirmed that the space and services necessary for residents to be able to work from home will be provided, in line with BREEAM criteria for a home office. The room will incorporate the following services:

- Two double power sockets;
- One telephone point;
- One data point;
- A window with an openable casement of no less than 0.5m², and whose width or height is not less than 450mm.

One of one credit is targeted.

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Wat 01: Internal Water Use (3 credits +1 exemplary credit)

MINIMUM STANDARD FOR AN 'EXCELLENT' RATING TO BE MET IN THIS SECTION, EQUIVALENT TO 2 CREDITS

The design team has confirmed that internal water use attenuation measures will be implemented. Although a number of options are available to achieve one credit for this issue, Eight Associates recommend the following specification:

- All taps with a flow rate of 3 litres per minute or less;
- Showers with a flow rate of 6 litres per minute or less;
- Baths with a capacity of no more than 140 litres to overflow;
- 6/4 litre, dual flush WCs;
- Dishwashers with a consumption of no more than 12 litres per cycle;
- Washing machines with a consumption of no more than 40 litres per use;
- No waste disposal units to be installed;
- No water softening devices to be installed.

Adoption of the above specification will ensure that the required water consumption level of <107 litres/person/day will be achievable and the mandatory credit is awarded.

Two of three credits targeted.

Wat 02: External Water Use (1 credit)

The design team has confirmed that the credit for external water use will be targeted at design stage.

One of one credit targeted.

Wat 03: Water Meter (1 credit)

The design team has confirmed that the credit for external water use will be targeted at design stage.

One of one credit targeted.

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Mat 01: Environmental Impact of Materials (25 credits)

The design team has confirmed that many of the building's existing elements will be retained and their performance enhanced. Where new materials are required, those with the optimal balance of low environmental impact and high thermal performance will be specified.

Where used, concrete will be specified to comprise the highest possible proportions of ground granulated blast furnace slag (GGBS), pulverised fuel ash (PFA) and recycled aggregate (RCA).

Fifteen of twenty-five credits targeted, based on the Green Guide rating of works to the external, internal and separating walls and roofs.

Mat 02: Responsible Sourcing of Materials (15 credit +1 exemplary credit)

MINIMUM STANDARDS APPLY TO TIMBER PROCUREMENT

Prerequisite

The design team has confirmed that all timber used on site will be 'legally harvested and traded'. This is a pre-requisite; no credits can be awarded unless compliance with this criterion is confirmed.

3 credits – Sustainable procurement plan

The principle contractor will source materials for the projects in accordance with a documented sustainable procurement plan.

Three of three credits targeted.

Up to 12 credits – Responsible sourcing of materials (RSM)

The design team has confirmed that efforts will be made to reuse materials where feasible, and that where required, new materials will be responsibly sourced. All concrete will be BES 6001 certified and any other material will be ISO 14001 certified for both key processes and supply chain extraction processes.

Nine of twelve credits targeted,

In total, Twelve of fifteen credits targeted.

Mat 03: Insulation

The design team has confirmed that where thermal insulation is required, responsibly sourced materials with a low embodied environmental impact relative to its thermal properties will be specified, in line with BRE requirements. All insulation will be A+ rated under the Green Guide (including insulation for building services) and sourced from a manufacturer with ISO14001 (for manufacture and sourcing) or BES6001 (to at least a 'Very Good' standard) certification. In addition, at least 80% of all new thermal insulation used in the building elements will be responsibly sourced.

Four of eight credits targeted.

Waste

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Was 01: Household Waste (2 credits)

One credit – Recycling facilities

The design team has confirmed that household recycling facilities will be provided alongside those for non-recyclable waste, thus diverting household waste from landfill or incineration.

The London Borough of Camden operate a recycling service where waste is collected in orange-coloured refuse sacks and sorted post-collection, therefore two containers with a capacity of no less than 30 litres each (i.e. 60 litres in total), installed in a fixed location in the dwelling will be sufficient to gain one credit for this issue.

One of one credit targeted.

One credit – Composting facilities

Credits for composting will be targeted at this stage, an external bin store is provided which will house the facility to store both green/garden waste and kitchen waste. In addition to this an internal kitchen container is provided for each dwelling of at least 7 litres.

One of one credit targeted.

In total, two of two credits targeted.

Was 02: Refurbishment Site Waste Management (3 credits +1 exemplary credit)

The design team has confirmed that a pre-refurbishment waste audit will be carried out to establish materials that can be recovered, re-used and recycled. In addition, the contractor will be required to operate a site waste management plan in line with BREEAM criteria and meet their 'best practice' waste generation and diversion benchmarks.

Three of three credits targeted.

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Pol 01: Nitrogen Oxide Emissions (3 credits)

Credits for this issue are targeted at this stage due to the presence of air source heat pumps used for comfort cooling.

Zero of three credits targeted.

Pol 02: Surface Water Run Off (3 credits +1 exemplary credit)

The design team has confirmed that there is no change in the size of the building footprint of hardstanding as a result of the refurbishment, therefore resulting in a neutral impact on surface water.

One of three credits targeted.

Pol 03: Flooding (2 credits)

MINIMUM STANDARD FOR AN 'EXCELLENT' RATING TO BE MET IN THIS SECTION, EQUIVALENT TO 2 CREDITS

The design team has confirmed that a site-specific flood risk assessment will be carried out in line with the guidance set out in the National Planning Policy Framework in order to confirm that the site is at low risk from flooding.

Two of two credits targeted.

Appendix A – Man 01

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The list below indicates the type of information that should be included in the home user guide and provided to occupants at handover. Where such features are not relevant to the dwelling (e.g. there are no renewables) or this is an occupied home and residents are already familiar with surrounding area (e.g. location of local amenities), information can be excluded from the home users guide.

About BREEAM Domestic Refurbishment

- Background about the scheme, category areas, scoring system (all of this information can be found at the front of the manual).
- A copy or photocopy of the BREEAM Domestic Refurbishment certificate should also be provided with a summary of the environmental features that have been designed into the dwelling to help achieve the rating.

Recommendations Report

A recommendations report for how the homes could be improved in the future including:

- How to improve the home to the next BREEAM Domestic Refurbishment rating band covering each category.
- Use of sustainable material including low VOC materials, responsible sourcing and the Green Guide.
- Use of contractors with good green credentials including site waste management, use of considerate constructors
- scheme or similar and awareness of environmental impacts.
- Sources of further guidance on how to improve the home e.g. EST, Green Deal Advisors.
- Information on potential funding mechanisms e.g. the Green Deal, Feed in Tariffs etc.
- How to obtain an assessment for future refurbishment work.

Energy Efficiency

Information on energy efficient features and strategies relating to the home, and also provide an overview of the reasons for their use, e.g. economic and environmental savings. Information could include:

- Information on the effective operation and reason for the use (e.g. environmental economic savings) of environmental features and design strategies such as passive solar design, super insulation, energy efficient timber windows, heat recovery systems, solar hot water systems, photovoltaics, passive vents or the use of certified timber or SuDS within the boundary of individual properties.
- Tips on other energy saving measures such as not leaving electrical appliances on standby etc and the cost and environmental savings they can give.
- Information as described in the Building Regulations ADL1b (requirement note L1c) i.e. Sufficient information about the building and its building services and their maintenance requirements so that the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances.
- Details of any renewable systems and how they operate.
- Details of low energy light fittings (e.g. CFL, LED etc.), their use, their benefits and the benefits of purchasing high efficacy lamps, e.g. how much energy they save compared to traditional light fittings and what this can mean in terms of reduced energy bills and payback.
- Details of the EU labelling scheme for white goods.
- Information on the smoke detectors

A way of complying would be to provide a suitable set of operating and maintenance instructions aimed at achieving economy in the use of fuel and power in a way that the home owner or tenant can understand.

The instructions should be directly related to the particular systems installed in the dwelling.

(Continued Overleaf)

Appendix A – Man 01

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Energy Efficiency (continued)

The user guide should be written in Plain English on the following technologies, where included, with basic user instructions labelled on equipment or controls where appropriate:

- Boiler
- Air source heat pump
- Ground source heat pump
- Mechanical ventilation with heat recovery (MVHR)
- Solar hot water
- PV
- CHP
- Smart meter
- Energy display device
- Water meter

Water Use

Details of water saving features and their use and benefits, e.g. low flush or dual flush toilets, low water use showers, low water use white goods (washing machines, dishwashers, etc.), and tips, as well as details of external water use and efficiency, e.g. the use of water butts or other type of rainwater recycling systems.

Transport Facilities

Include details of resident car parking and cycle storage provision, cycle paths in the area, including, if available, cycle path network maps for the whole town or local area, and local public transport information, maps and timetables where relevant (i.e. this may not be relevant to existing occupied homes).

Information on alternative methods of transport, such as park and ride, car sharing schemes, car pools or car hire in the area and local 'green' transport initiatives, should be included. Information on the location of amenities and places of interest or cultural value, areas of outstanding natural beauty (AONB), nature reserves, allotments, etc. Also details on how to get to local amenities in the area, using public transport or cycling as relevant.

Materials and Waste

This should include :

- Information on responsible purchasing of:
 - Low energy white goods.
 - Low water white goods.
 - Electrical equipment, including light fittings and bulbs.
 - Timber products from sustainable sources.
 - Organic food procurement.
 - Food growing.
 - Local produce.
 - Local food provision, e.g. farmers markets, organic box schemes, etc
- Information on the location of recyclable materials storage areas (especially within flats) and how to use them appropriately.
- Information about the local authority collection scheme (if applicable). If the home is not covered by a local authority collection scheme, details and location of communal recycling bins, skips or facilities.
- Information on the location and use of any recycling and compost bins.
- Information on Waste Resources Action Programme (WRAP), which can offer guidance on recycling and sustainable waste disposal.
- Information on what to do with waste not covered by the standard weekly local authority collection scheme, for example fridges, freezers, computer equipment, batteries and other potentially hazardous equipment. In some areas the local authority will collect these items. If this is the case, details and information on such a collection scheme should be provided.
- Information and location detailing local recycling facilities and waste tips.
- Environmental recommendations for consideration in any home improvement works, such as the use of low VOC products or the purchase of certified timber.

Appendix A – Man 01

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529 Finchley Road

Emergency Information

- Information on smoke detectors and carbon monoxide detectors.
- Contact details for emergency services, including the location of local minor injuries clinics, A&E departments and the nearest police and fire station.

Local Amenities

The location of food shops, post boxes, postal facilities, bank, cash points, pharmacies, schools, medical centres, leisure centres, community centres, places of worship, public houses, children's play areas, outdoor open access public areas, as deemed relevant to occupiers.

Other local amenities such as places of interest or cultural value, areas of beauty, wildlife, conservation areas, allotments, etc.

Provision of Information in Alternative Formats

Include details of the procedure for obtaining a copy of the guide in alternative formats, including foreign languages, Braille, large print, audio cassette or CD. It should include the contact details of the person or organisation responsible for producing the guide

SuperHomes Network

SuperHomes is a network of over 100 energy aware households. The homeowners have refurbished their old homes to the highest standards of energy efficiency and have achieved at least 60% reduction on fossil fuel use. The homes are examples that are open for visits to aid other refurbishment projects. For more information about the SuperHomes network and the projects visit www.superhomes.org.uk

Links and references

This should include links to other information including websites, publications and organisations providing information on how to reduce the environmental impact in terms of transport, the use of local amenities, responsible purchasing, etc. As a minimum, this should include links and address and telephone contact numbers to:

- The Energy Saving Trust good practice guidance.
 - The local authority.
 - The company responsible for the refurbishment of the property.
 - The company responsible for the management of the home (where applicable).
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