

# BUILDING REGULATION OFFICE

LEVEL 1, PROJECT HOUSE, F. BUONAMICI STREET, FLORIANA FRN1700 TEL: 22927634



REGISTRATION APPLICATION FOR RECOGNITION AS AN EP ASSESSOR/INSPECTOR IN TERMS OF THE ENERGY PERFORMANCE OF BUILDINGS REGULATIONS, 2012 – L.N. 376 OF 2012

APPLICANT INFORMATION		
Title	Surname	First Name
Address		
Country	Postcode	E-mail
E-mail	Telephone No.	Mobile No.
I.D. No. (or) Passport Number	Place of issue	Date of Issue
Recognition being applied for	<input type="checkbox"/> EPB Assessor (dwellings) <input type="checkbox"/> EPB Assessor (non-dwellings) <input type="checkbox"/> Registered Heating Systems Inspector <input type="checkbox"/> Registered Air-Conditioning Systems Inspector	
Are you a Maltese national?	YES <input type="checkbox"/> NO <input type="checkbox"/>	(or) Are you an EU national? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you already registered locally as an EP assessor/inspector in another sector?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, state Registration No.
Are you registered as an EP assessor/inspector in another EU member state?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, state Country and Registration No.
<b>NOTE: Applicants are to submit a full and complete application to the address above together with the following documents (as applicable). Applicants may be asked to provide further clarifications on the documents submitted.</b>		
1. Copy of the degree in architecture or in architecture and civil engineering, or civil engineering, or building services, or mechanical, or electrical engineering conferred by the University of Malta, or an equivalent degree. It is recommended that one also consult and obtain a certificate from the Malta Qualifications Recognition Information Centre ( <a href="http://www.ncfhe.org.mt/content/home-malta-qualifications-recognition-information-centre/52002817/">http://www.ncfhe.org.mt/content/home-malta-qualifications-recognition-information-centre/52002817/</a> ).		
2. Copy of the registration certificate as an EP assessor/inspector obtained in an EU Member State.		
3. An attestation certifying that applicant is legally established in an EU Member State and there is no impediment to exercise the profession.		
4. Copy of documents demonstrating the applicant's competence/training/assessment in the sector applied for.		
5. Copy of I.D. Card or Passport.		
6. A declaration whether the applicant intends to provide the services on a temporary or full-time basis. The declaration will also be necessary to inform the Building Regulation Office of any material change that might be experienced in future. The declaration must be in writing and submitted to the Building Regulation Office every year.		
7. Other relevant documentation.		

DETAILS OF CERTIFICATION IN EP ASSESSMENT			
This is required in the case of a request for extending the area of competence or for EP assessors/inspectors possessing a registration in any other EU Member State. Applicant is to supply full details of courses attended, certificates awarded and the awarding institution. EP training providers of EP courses approved by the B.R.O. shall be exempt from providing certification for the courses that they are recognised to provide.			
DATE		NAME OF TRAINING INSTITUTION	DETAILS OF COURSE
From	To		
From	To		
From	To		
From	To		
From	To		

REFERENCES	
<i>Please list any professional references.</i>	
Full Name	Relationship
Institution	Telephone
Address	
Full Name	Relationship
Institution	Telephone
Address	
Full Name	Relationship
Institution	Telephone
Address	

DECLARATION TO BE FILLED BY APPLICANT	
I, the undersigned hereby declare that the information contained in this application is true and correct. If my application is approved, I agree to be included in the register of EP assessors/inspectors, have my particulars, contact information and official address shown on the EPC Portal and/or the B.R.O. website.	
Signature: _____	
Full name: _____	Date: _____

**FOR OFFICIAL USE ONLY**

APPLICANT NUMBER: \_\_\_\_\_

DATE SUBMITTED : \_\_\_\_\_

CHECKED BY: \_\_\_\_\_

DECISION BY THE HEAD - BUILDING REGULATION OFFICE:      APPROVED ☐      NOT APPROVED ☐      DATE: \_\_\_\_\_DECISION BY THE BUILDING REGULATION BOARD:      APPROVED ☐      NOT APPROVED ☐      DATE: \_\_\_\_\_  
(in the case of an appeal)

COMMENTS:

OFFICIAL EP ASSESSOR/INSPECTOR REGISTRATION NUMBER: \_\_\_\_\_

**PLEASE READ THE FOLLOWING CLAUSE BEFORE SIGNING  
DATA PROTECTION CLAUSE**

In terms of the Data Protection Act (Chapter 440 of the Laws of Malta), we will process any personal and/ or sensitive data supplied on/ in this application, request or notification form or subsequently supplied by yourself, whether orally or in writing, for all or any of the following:

1. The proper processing of your application, request and/or notice as submitted;
2. Preventing, detecting and/or prosecuting fraud and any other criminal activity which the B.R.O. is bound to report and/or act upon whilst meeting any other specific legal or regulatory obligations;
3. Establishing, exercising or defending any legal action;
4. Internal management, research and statistics, systems administration, the development and improvement of our services;
5. The protection and promotion of our legitimate interests and the proper conduct of our obligations arising under any law or statutory instrument; and
6. to make public the necessary information as specified in the relevant law and/or instrument.

Relevant data will be disclosed or shared as appropriate with all our employees and with other third parties if pertinent to any of the purposes listed above. Every field on the form is mandatory. Should you fail to fill in any mandatory field, we reserve the right to refuse the application. Should any field be inapplicable to your particular circumstances please mark that field with the letters "N/A". You have the right to require that we provide you with access to your personal data as well as the right to rectify, or, in appropriate circumstances, erase any inaccurate, incomplete or immaterial personal data which is being processed. However, you are required to inform us immediately of any alterations relating to your personal data which we are processing.

By signing this form, you confirm that you are giving your explicit consent, in terms of the Data Protection Act, on behalf of yourself and all the other persons specified in this form for the B.R.O. to process your respective personal information as outlined above and you confirm that you have brought this Data Protection notice to the attention of these other persons and obtained their respective consents.

We undertake to implement appropriate measures and safeguards to protect the confidentiality, integrity and availability of all data processed.