

Important information for Non-Domestic and DEC assessments

Please download the new version of iSBEM, Version 5.6b , from <https://www.uk-ncm.org.uk> on Monday 21st September 2020.

Assessors must obtain the UPRN for non-domestic and DEC reports from Assessor Hub and enter the UPRN into the software file

The screenshot shows the ecmk Assessor Hub interface. On the left is a blue navigation menu with the following items: Home, Members, Accounts, Companies, Assessments, ECD Reports, Address Search (highlighted with a red circle), Scheme Audit (highlighted with a red circle), Send User Message, Admin Dashboards, and Administration. The main content area is titled 'Search' and contains a search bar and 'Search Details' section. The 'Search Details' section has fields for House Number, Postcode (B90 4SS), Region (England & Wales selected), and Address Type (Non Domestic selected). Below this is the 'Address Results' section, which lists several addresses. The first result is highlighted in blue and shows the UPRN 783211010000 for 'E C M K Ltd, 2 Huskisson Way, Shirley, SOLIHULL, West Midlands B90 4SS'. The second result shows the UPRN 783211010001 for 'DEVELOPER ROOM DEVELOPER ROOM, E C M K Ltd, 2 Huskisson Way, Shirley, SOLIHULL, B90 4SS'.

If the address is not listed, the assessor must add the address they require into the software file and leave the UPRN box blank

The screenshot shows the iSBEM v5.6.a software interface. The title bar reads 'iSBEM v5.6.a - General - Accreditation test 1'. The main menu includes 'General', 'Project Database', 'Geometry', 'Building Services', 'Ratings', 'Building Navigation', and 'About iSBEM'. The 'File Options' menu is open, showing 'General Information'. The 'Basic information about Project, Owner and Energy Assessor' section is active, with sub-tabs for 'Project details', 'Additional project details', 'Special considerations', 'EPBD Recast', 'Building details', 'Energy Assessor details', and 'Owner details'. The 'Building details' section contains the following fields: Building type (B1 Offices and Workshop businesses), Name of the project (Accreditation test 1), UPRN (000000000000, circled in red), Building address (Server room, ecmk Ltd), City (Solihull), Postal Code (B90 4SS), and Inspection date (04/02/2008). There is also a checkbox for 'Tick if the building is of special conservation status.'.

Assessors must check the spelling and grammar when adding an address, as there will no way to alter the address once lodged, unless another certificate is lodged with the correct address on at cost to the member.

The xml file is then uploaded into Assessor Hub in the usual manner and lodged

Also please refer to our instruction video at <https://vimeo.com/456893967>