

# Building for Life Accredited Assessors Code of Conduct

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## CONTENTS

1. This document
2. Terms and definitions used in this document
3. Introduction: Building for Life and the Accredited Assessor Network
4. Qualifications and skills required to become an Assessor
5. The nature of Accreditation
6. Types of Assessment
7. Registration of Assessments
8. Completion of Assessments
9. Validation of Assessments
10. Performance management of Assessors
11. Disputes after Validation
12. Personal and professional standards
13. Definitions of conflicts of interest
14. Procedures for identifying conflicts of interest
15. Breach of this Code
16. Building for Life trade mark
17. Copyright in materials
18. Third party rights
19. Confidentiality
20. Entire agreement
21. Exclusion of liability
22. Indemnity
23. Legal expenses
24. Severance
25. Governing law
26. Contact details



## APPENDICES

- |            |   |
|------------|---|
| Appendix A | The Building for life Accredited Assessor Network |
| Appendix B | The Building for Life Criteria                    |
| Appendix C | The scoring system                                |

# Building for Life Accredited Assessors Code of Conduct

## 1. This document

- 1.1. This document outlines the role and responsibilities of Accredited Assessors.
- 1.2. This is a live document and sections will be updated and added as and when necessary. Accredited Assessors will be informed of any changes in writing or by email, and will receive an updated Code of Conduct. As the Code is going to be binding, a new copy will need to be signed if amendments are made.
- 1.3. Sections of this document may be placed in the public domain by CABE.



# Building for Life Accredited Assessors Code of Conduct

## 2. Terms and definitions used in this document

2.1. Throughout this code, the following terms are used in upper case initials:

Term	Refers to
Assessor	An individual trained, accredited and monitored by CABE to carry out Building for Life assessments
Assessment	A formal Building for Life assessment carried out by an accredited assessor. Until further notice, any assessment carried out by an Assessor in a private capacity will not be recognised.
Assessment Register	Register of all proposed and completed Assessments, held and updated by CABE
Assessment Report	A copy of the completed Assessment Report in the standard template
Client	A person or organisation requesting a Building for Life assessment. Until further notice, only representatives of a Local Planning Authority, the Homes and Communities Agency or CABE can act as a Client. In the case of an Assessor working in a Local Authority, the Local Authority may be the client body with a nominated representative, such as the Assessor's line manager.
Code	This Code of Conduct
Clause	A clause within this Code of Conduct
Date of Assessment	The date entered on the Assessment Report. This is the date up to which evidence was made accessible to the Assessor.
Development	The development subject to Assessment
Developer	The individual or organisation seeking to promote the Development subject to assessment with the support of their design team.
Monitoring	The review of Assessments. Monitoring will be conducted by other Assessors, appointed by CABE and working under CABE's supervision and control.
Registration	The act of registering the details of the Assessment and uploading the Assessment Report on the online assessor centre.
Validation	The act of uploading a completed Assessment Report to the online assessor centre.



# Building for Life Accredited Assessors Code of Conduct

## 3. Introduction: Building for Life and the Accredited Assessor Network

- 3.1. The Building for Life scheme is a scheme organised and established by the Commission for Architecture and the Built Environment (“CABE”) and the Home Builders Federation. Further details can be found at: [www.buildingforlife.org](http://www.buildingforlife.org).
- 3.2. CABE has been commissioned by Government to train, accredit and support individuals to perform formal assessments of housing developments in England using the Building for Life methodology.
- 3.3. This Code of Conduct and Agreement sets out the qualifications and standards of professional behaviour expected from all Assessors. The purpose of the Code is to promote:
- a) the best standards of practice by Assessors when performing Assessments of housing developments in England as part of the Building for Life scheme; and
  - b) confidence in the integrity of the Building for Life scheme, CABE and the Assessors.



## 4. Qualifications and skills required to become an assessor

- 4.1. Design skills:  
In evaluating how a housing development scores against the Building for Life criteria, Assessors will need to use their professional judgement and their knowledge of neighbourhood and housing design. For this reason, Assessors will need a graduate or postgraduate qualification in at least one of the following areas:
- a) Urban Design
  - b) Landscape Design
  - c) Architecture
  - d) Planning

Assessors will also need an understanding of the principles and practice of inclusive design in architecture and urban design.

# Building for Life

## Accredited Assessors Code of Conduct

### 4.2. Communication skills:

Assessors will need to be able write a brief report to explain and justify the score they have given. In this report, Assessors must be able to point out relevant evidence for the scoring, such as certain characteristics of the development's design which enable it to fulfil the criteria. Assessors will also need to be able to explain Building for Life and the 20 criteria to both professionals and a wider public. For these reasons, Assessors will need good spoken and written language skills in order to be able to communicate effectively and objectively.

### 4.3. Awareness of current policy and guidance:

The Building for Life criteria are based on current planning policy and relate to other standards and policy frameworks currently in use. In scoring proposed designs against the criteria, Assessors will need to be able to understand how they relate to other standards as well as national and local policy frameworks and guidance in use. For these reasons, Assessors will need to have an awareness of the following documents:

- a) Planning Policy Statement 1:  
Delivering Sustainable Development  
CLG, 2005  
TSO, ISBN 9780117539396  
<http://www.communities.gov.uk/publications/planningandbuilding/planningpolicystatement1>
- b) Planning Policy Statement 3: Housing  
CLG, 2006  
TSO, ISBN 9780117539761  
<http://www.communities.gov.uk/publications/planningandbuilding/pp3housing>
- c) By Design:  
Urban design in the planning system: towards better practice  
CABE /DETR, 2000  
TSO  
<http://www.cabe.org.uk/files/by-design-urban-design-in-the-planning-system.pdf>
- d) Manual for Streets  
DFT, 2007  
Thomas Telford Ltd, ISBN 9780727735010  
<http://www.dft.gov.uk/pgr/sustainable/manforstreets>



# Building for Life

## Accredited Assessors Code of Conduct

- e) The Code for Sustainable Homes:  
Setting the standard in sustainability for new homes  
CLG, 2008  
TSO, Product Code 07BD05109  
<http://www.communities.gov.uk/publications/planningandbuilding/codesustainabilitystandards>
- f) Safer Places:  
The Planning System and Crime Prevention  
ODPM / Homes Office,  
Thomas Telford Ltd, ISBN 0 72 773261 7  
<http://www.communities.gov.uk/publications/planningandbuilding/saferplaces>
- g) Local Development Frameworks (LDF) for the location of the scheme and other relevant local policies



4.4. Assessors will also need to have an awareness of the following assessment tools used in housing and neighbourhood design:

- a) BREEAM EcoHomes  
<http://www.breeam.org>
- b) Lifetime Homes  
[www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk)
- c) Secure by Design  
<http://www.securedbydesign.com>

4.5. Assessors are expected to share CABE's belief that all building projects, from regional and sub-regional strategies down to single buildings or spaces, should be:

- a) inclusive so everyone can use them safely, easily and with dignity.
- b) responsive taking account of what people say they need and want.
- c) flexible so different people can use them in different ways.
- d) convenient so everyone can use them without too much effort or separation.
- e) accommodating for all people, regardless of their age, gender, mobility, ethnicity or circumstances.
- f) welcoming with no disabling barriers that might exclude some people.

# Building for Life

## Accredited Assessors Code of Conduct

- g) realistic, offering more than one solution to help balance everyone's needs and recognising that one solution may not work for all.

CABE, The principles of inclusive design (They include you), 2006. These, and other publications related to this topic can be found on our inclusion and diversity web pages: [www.cabe.org.uk/inclusion](http://www.cabe.org.uk/inclusion)

### 5. The nature of Accreditation

- 5.1. The accreditation of Assessors is evidenced by a letter of accreditation issued by CABE to each Assessor.
- 5.2. Assessors are appointed to provide Building for Life assessments to third party organisations referred to as Clients.
- 5.3. An Assessor who is also active as a practitioner in private practice can provide general advice on Building for Life assessments, but cannot carry out an Assessment of a Development in a private capacity.
- 5.4. Assessors have a contractual relationship to their employers and to their Clients. There is no contractual relationship between CABE and the Assessors except in the case of CABE Enablers who are carrying out an assessment under contract to CABE.
- 5.5. CABE Enablers who are Assessors may be appointed by CABE to carry out Building for Life assessments. In this case, the Enabler's work with Building for Life will be also governed by the terms set out in the Enablers handbook and the contractual letter of appointment.
- 5.6. It is important for Assessors to understand that the official opinion of CABE on the design quality of a particular scheme or project once submitted for planning permission comes from our CABE Design Review panels.  
We would be grateful if Assessors can be mindful of this situation, and communicate this to their Client. This will help avoid any potential misunderstanding with the Client and any perceived conflicting advice being given by CABE corporately.



# Building for Life Accredited Assessors Code of Conduct

## 6. Types of Assessment

6.1. There are two main types of Assessment:

a) desktop or paper based Assessments:

The onus should be placed on the Developer to submit relevant material to enable an Assessment to be carried out. This might include plans and drawings of the Development, Design and Access statements, or informal Building for Life statements compiled by the Client or their design team.

Assessors should advise Developers to identify any documents they wish to be taken into account for the assessment, such as assessments against the Code for Sustainable Homes, Secure by Design, Lifetime Homes, comments by Design Review panels etc.

Assessors are not required to seek out information about the scheme which is not provided by the Developer; however they can do so at their discretion.

b) post-completion Assessments:

it is recommended that these should be based principally on a site visit to the Development and on any previous paper based Assessment(s) of the Development. It is recommended that Assessors should take photographs to help document any aspects of the Development design that they might wish to use as evidence for their Assessment.

6.2. Assessors should not carry out design work as part of the Building for Life Assessment. Assessments should contain informed and evidence-based comment based on professional expertise and experience. This must be set out in the structure of the 20 Building for Life criteria. Assessors should not include specific design recommendations in their assessment.

## 7. Registration of Assessments

7.1. Registration:

Upon completion of an Assessment, an Assessor must register the details of the Assessment and upload the Assessment Report on the online assessor centre, [www.buildingforlife.org.uk/assessor-centre](http://www.buildingforlife.org.uk/assessor-centre), in order for it to be considered an Assessment.

The details to be registered are the:

- a) project name
- b) planning reference
- c) local authority



# Building for Life Accredited Assessors Code of Conduct

- d) region
- e) postcode
- f) assessment date
- g) score

In addition, the following details should be recorded on the Assessment Report:

- a) the name of the Client
- b) the address of the Development and its postcode if possible



- 7.2. Assessors have the responsibility to ensure that Assessments are properly registered with CABE. CABE will confirm registration of an Assessment on request.
- 7.3. Assessors must check with the Client for any previous Assessments of the same Development before commencing with any Building for Life Assessment.
- 7.4. Assessors must acknowledge that they have read and understood the clauses of this Code relating to Conflicts of Interest when registering assessments.
- 7.5. CABE reserves the right, in its absolute discretion, to refuse to register an Assessment. For example, but without limitation, registration may be refused if an Assessor's accreditation had been withdrawn, or if an Assessment is already registered for the stage of development. CABE may provide, in its absolute discretion, written reasons to the Assessor for any such refusal.

## 8. Completion of Assessments

- 8.1. In carrying out an Assessment an Assessor must adhere to the following principles.
  - a) Assess the Development against the Building for Life criteria set out in Annex B.
  - b) Score the Development in accordance with the scoring system set out in Annex C.
  - c) Complete an Assessment Report in the standard template for each Assessment. The standard Assessment Report template is available from CABE and can be downloaded from the online assessor centre [www.buildingforlife.org/assessors-centre](http://www.buildingforlife.org/assessors-centre)

# Building for Life

## Accredited Assessors Code of Conduct

d) Reference any supporting evidence for the score awarded by the Assessor to the Developer by listing it in the Assessment Report.

8.2. Evidence for pre-planning Assessments may include:

- a) the design and access statement
- b) development plans
- c) photographs
- d) national planning policy documents
- e) national planning guidance
- f) local planning policy
- g) local planning guidance
- h) regional spatial strategies

8.3. Evidence for post-completion assessments may include:

- a) evidence listed under 8.3
- b) photographs taken by the Assessor
- c) documents provided by the Developer

8.4. The assessor should ensure that he/she has access to all supporting evidence which can be produced on request to CABA.

### **9. Validation of Assessments**

9.1. An Assessment of a Development is validated when the completed Assessment Report has been uploaded on to the CABA database.

9.2. CABA reserves the right to review the Assessment Report and the supporting evidence before the Assessor submits it to the Client.

9.3. An Assessment which has not been validated as per Clause 9.1 will not be recognised as a Building for Life Assessment.

### **10. Performance management of Assessors**

10.1. All accredited Assessors are subject to a CABA review of their Assessments, referred to as Monitoring.

10.2. CABA will monitor Assessments by conducting spot checks on registered Assessments.



# Building for Life

## Accredited Assessors Code of Conduct

10.3. Assessors will be informed in writing by CABE when an Assessment is to be sampled for Monitoring. All supporting evidence used for the Assessment should be provided to CABE within 14 days of receipt of this notification.

10.4. CABE will review the Assessment with reference to the supporting evidence. This review will focus on the accuracy of the Assessment and the use of the Building for Life methodology; the detail and referencing of supporting evidence; and the tone and language used.

10.5. CABE will consider the review of the monitored Assessment and provide feedback to the Assessor. If necessary, CABE may also agree a remedial course of action with the Assessor. Assessors are expected to adhere to any such course of action in the conduct of all future Assessments. For example, this may be to address:

- a) inaccuracies in assessment and methodology
- b) detail and referencing of supporting evidence, and
- c) the tone and language used.

10.6. CABE reserves the right to withdraw an Assessor's accreditation at any time and for any reason. In particular, without limitation, as a result of:

- a) particularly serious errors
- b) consistent poor performance by an Assessor identified in the monitoring of Assessments.

CABE may provide, in its absolute discretion, written reasons to the Assessor for any such withdrawal.

10.7. CABE reserves the right to call upon Assessors to assist CABE in the review of Assessments for Monitoring purposes.

10.8. In future, CABE may need to introduce an annual administration fee to cover the costs of the Monitoring process. From that point onwards, continued accreditation will be dependent on payment of the administration fee.

### **11. Disputes after Validation**

11.1. An interested party may query the score awarded in an Assessment Report by contacting the Assessor who prepared the Assessment Report and making reasonable representations. In any such case, the Assessor must notify CABE in writing, providing full details of the client, the scheme in question, and the grounds for the query.



# Building for Life

## Accredited Assessors Code of Conduct

- 11.2. In the event of a disputed Assessment, the Assessor should try to resolve the queries raised. If the query can not be resolved CABE may call the Assessment in for review under the standard monitoring procedures (see Clause 10).
- 11.3. Any Assessments revised or altered in response to a query must be Validated in order that the finally agreed Assessment can be identified and kept on record.
- 11.4. CABE will monitor disputes registered and may, in its absolute discretion, review the relevant Assessment Report and Supporting Evidence and assess whether there were any grounds for the dispute.
- 11.5. CABE will not present or comment on Assessments in the event of a Planning Inquiry. It is the responsibility of the Assessor to defend their Assessment in the context of local, regional and national planning policy.



### **12. Personal and professional standards**

- 12.1. Assessors are not employees of CABE. Many assessments will however be conducted on behalf of CABE or other public sector organisations. As such 'The seven principles of public life' (the Nolan principles) should be the benchmark of conduct for Assessors:
  - a) Selflessness  
Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.
  - b) Integrity  
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
  - c) Objectivity  
In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
  - d) Accountability  
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
  - e) Openness  
Holders of public office should be as open as possible about all

# Building for Life

## Accredited Assessors Code of Conduct

their decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

- f) Honesty  
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- g) Leadership  
Holders of public office should promote and support these principles by leadership and example.



The seven principles of public life were endorsed in *Spending Public Money: Governance and Audit Issues*, Cm 3179, March 1996.

12.2. In the conduct of Assessments an Assessor must adhere to the following principles:

- a) Refrain from any action which, in CABE's reasonable opinion, is likely to damage the reputation of CABE, Building for Life, or other Assessors, or to diminish the public's confidence in the Building for Life scheme.
- b) Carry out each Assessment with all reasonable skill and care.
- c) Present a copy of their letter of accreditation to each Client on request.
- d) Assess each Development fairly and objectively and provide an unbiased evaluation in each Assessment Report.
- e) Refrain from giving or accepting any inducement, gift or hospitality that may affect or be seen to affect the Assessor's judgement.
- f) Provide CABE with copies of the Assessment Reports, Supporting Evidence and other documentation relating to an Assessment, upon receiving reasonable notice from CABE.
- g) Comply with the procedure set out in Clause 14 in the event of a dispute.

### 13. Definitions of Conflicts of Interest

13.1. A conflict of interest is any situation where a person's involvement in an Assessment has the effect, could potentially have the effect, or could be perceived to have the effect, of influencing the financial or non-

# Building for Life

## Accredited Assessors Code of Conduct

financial interests of the person, or another individual or organisation with whom that person has a familial or formal relationship.

- a) Financial or non-financial interests. It is not possible to devise a categorical definition of 'interest'. A conflict of interest is any involvement/position/connection on the part of an Assessor that might be thought by a reasonable member of the public to conflict, or potentially to conflict, with that person's role as an Assessor.
- b) Commercial interests are not restricted to legally recognised relationships, but also include informal relationships. Commercial interests include: limited company memberships, partnerships, membership of consortia / alliances (formal or informal) and declared joint working interests.
- c) A formal relationship with another body can take the form of employment, ownership, partnership, trusteeship, membership, directorship or similar.
- d) Familial relationships include direct family relations (wife, mother, brother, son, etc) and people with whom the Assessor shares a household.



13.2. While Assessing a Development, Assessors are not permitted to work directly for client organisations on that Development in a private capacity. This rule extends to the Assessor's company/practice. If an Assessor foresees their company possibly bidding for a Development in the future, they must not agree to assess that Development.

13.3. Assessors and their companies/practices are not, however, precluded from working in a private capacity for Clients whose Developments are being assessed by other Assessors (assuming there is no alliance between the two Assessors in question).

13.4. Assessors are NOT permitted to have a commercial involvement/interest in a Development whilst they are still engaged as an Assessor on that project.

13.5. Furthermore, this Code restricts commercial involvement by Assessors on projects that they have previously assessed for a period of 3 months after the Assessor's involvement has ceased. This 3-month period will commence from the date that the Assessment has been validated.

13.6. Any consortium / declared joint working interest involving Assessors will be regarded as a business grouping if it markets itself collectively, and/or consorts for the purpose of bidding/working collectively on a regular basis in a target area of work. The interests of the group will be considered to apply to each of the individual members. For clarity this

# Building for Life

## Accredited Assessors Code of Conduct

does not extend to the situation where companies regularly bid jointly for work, but where they are not presenting themselves as an entity for marketing purposes, for example a quantity surveyor working with an architect.

13.7. Therefore, any member of the group will be precluded from bidding for Developments on which another member of the group is an active Assessor. Put another way, an Assessor should only agree to assess a Development if he/she is confident that none of the group members will wish to bid for work associated with that Development.

13.8. An Assessor who is also active as a practitioner in private practice can provide general advice on Building for Life assessments, but cannot carry out an Assessment of a Development designed by their own practice or by any party affiliate to or associated with that Assessor. It is the duty of that Assessor to ensure that this is clearly communicated to clients.

13.9. An Assessors' involvement in a project through their employment as an officer of the local planning authority officer does not represent a conflict of interest. The conduct of Assessors who are local authority employees will be primarily be governed by the policies under which they operate in their role within the local authority.



### **14. Procedures for identifying conflicts of interest**

14.1. Assessors must declare any personal or business interests that may conflict, or may be perceived to conflict, with their responsibilities as Building for Life Assessors.

14.2. The principles and requirements for Assessors in managing and declaring conflicts are set out below. The guidance cannot cover every complexity of managing interests. Assessors are asked to apply common sense in managing potential conflicts and to err on the side of caution.

14.3. Upon becoming aware that a conflict of interest exists or is likely to arise, an Assessor must immediately:

- a) decline to carry out the Assessment giving rise, or which may give rise, to the conflict, or, in cases where the Assessor has begun to carry out the Assessment, cease to act;
- b) notify the Client that a conflict has arisen and that the Assessment has been temporarily suspended
- c) notify CABE in writing of the nature of the conflict.

14.4. If so instructed by CABE, a conflicted Assessor must provide CABE with all records and documents relating to the Development.

# Building for Life Accredited Assessors Code of Conduct

## 15. Breach of this Code

15.1. If CAFE becomes aware that an Assessor has breached any of the provisions of the Code, CAFE shall notify the Assessor. A mutually convenient contact opportunity will be arranged with the Assessor to discuss their conduct with a view to remedying the breach (if the breach is capable of being remedied) and ensuring that such conduct is avoided in the future.

15.2. CAFE reserves the right to withdraw an Assessor's accreditation at any time and for any reason. In particular, without limitation, as a result of:

- a) particularly serious errors
- b) consistent poor performance by an Assessor identified in the monitoring of Assessments

CAFE may provide, in its absolute discretion, written reasons to the Assessor for any such withdrawal.

15.3. If an Assessor receives notice that their accredited status has been suspended or withdrawn, the Assessor must immediately, unless otherwise instructed by CAFE:

- a) cease to act in their capacity as an Assessor; and
- b) in the event that an Assessor's accredited status is withdrawn, deliver up to CAFE all of their Assessment Reports and Supporting Evidence and any other documents which the Assessor has in their possession relating to any Assessments carried out.

10.4 CAFE reserves the right to take legal action against any individual whose accreditation has been withdrawn and carries out further assessments without CAFE's consent which may give the Client the impression that the agreement is approved or accredited by CAFE.

## 16. Building for Life trade mark

16.1. CAFE is the registered proprietor of the UK trade mark registration number 2489584 for the BUILDING FOR LIFE trade mark (the "Trade Mark").

16.2. An Assessor shall not use or reproduce the Trade Mark in any manner or by any means whatsoever without CAFE's prior written consent, except that each Assessor shall be permitted to use the Trade Mark on the Assessment Form strictly in the format which appears in Annex D. The Assessor may only reproduce the Trade Mark in such



# Building for Life

## Accredited Assessors Code of Conduct

format and shall not amend, modify, adapt, obscure, delete or otherwise alter the Trade Mark in any manner whatsoever.

16.3. In the event that the Assessor wishes to use the Trade Mark for any other purpose, he or she must seek the prior written consent of CABE. Any such use will be subject to CABE's discretion and the Assessor entering into CABE's then current trade mark licence agreement.

16.4. An Assessor may not use or seek to register as a trade mark, business name, corporate name or domain name any mark or name the same as or confusingly similar to the Trade Mark.

16.5. An Assessor may only use the Assessment Form for the purposes of carrying out an Assessment and preparing an Assessment Report. No further use by an Assessor of the Assessment Form or any Assessment Report is permitted without CABE's prior written consent. All rights, including all intellectual property rights, in any materials provided by CABE to the Assessor, including all copyright in the Assessment Form and all rights in the Trade Mark, are the property of and shall remain vested in CABE. Nothing in this Code shall transfer any such rights to an Assessor.

16.6. Accredited Assessors are entitled to refer to the Building for Life trade mark in order to inform interested parties that they can carry out Building for Life assessments. No further advertisement or use of the Trade Mark by any Assessor is permitted.

16.7. Assessors are not permitted to use the CABE logo in any presentations or documents. Assessors are not provided with CABE headed note paper and are not permitted to create their own.



### 17. Copyright in materials

17.1. The Assessor acknowledges that all materials created or developed by CABE or any of its employees or agents, or such materials to be so created or developed under this Code, or materials licensed to CABE by any third party including, without limitation, the Building for Life logo, training materials and other documents associated with Building for Life are and shall be the property of CABE or, where applicable, CABE's licensor, and all copyright existing or created in such materials shall vest exclusively with CABE (or CABE's licensor).

17.2. The Assessor shall not license or assign any rights in any materials specified in Clause 17.1 to any third party. The Assessor shall have for the duration of this Code a non-assignable licence to use the materials for the purposes described in this Code. On termination of this Code, such licence will terminate forthwith and the Assessor shall return any materials specified in Clause 17.1 to CABE.

# Building for Life

## Accredited Assessors Code of Conduct

17.3. The Assessor agrees to reimburse CAFE the amount of any claims, losses, costs or expenses which CAFE may be liable to pay any third party in respect of a breach of the copyright or other intellectual property right of any third party caused by or arising out of the carrying out of any Assessment or the Assessor's licence for the use or possession of the Materials.

### 18. Third party rights

18.1. A person who is not a party to this Code shall not have any rights under or in connection with it.



### 19. Confidentiality

19.1. An Assessor shall not use any other party's confidential information for any purpose other than to perform their obligations under this Code.

19.2. An Assessor may disclose confidential information about the Development:

- a) to any employees, officers, representatives or advisers who need to know such information for the purposes of carrying out the Assessor's obligations under this Code. The Assessor must ensure that any employees, officers, representatives or advisers to whom it discloses the confidential information comply with Clause 19.
- b) as may be required by law, court order or any governmental or regulatory authority.

### 20. Entire agreement

20.1. This Code constitutes the whole agreement between the parties and supersedes all previous agreements between the parties relating to its subject matter.

20.2. Each party acknowledges that, in entering into this Code, it has not relied on, and shall have no right or remedy in respect of, any statement, representation, assurance or warranty (whether made negligently or innocently) other than as expressly set out in this Code.

20.3. Nothing in this clause shall limit or exclude any liability for fraud.

### 21. Exclusion of liability

21.1. The Assessor agrees and acknowledges that CAFE shall have no liability to the Assessor or any other party for any losses whatsoever or howsoever arising in relation to the Code or any Assessment.

### 22. Indemnity

# Building for Life Accredited Assessors Code of Conduct

22.1. The Assessor hereby agrees to hold CABE harmless against and to indemnify CABE against any liability, losses, claims and demands which may be incurred or sustained by CABE or made by any person whatsoever against CABE arising out of the Assessor's default or negligent act or negligent omission in connection with the Code or any Assessment.

**23. Legal expenses**

23.1. The Assessor shall procure such legal advice and provide such information and evidence as required for the resolution of any dispute between CABE and any other party or parties with regard to the Code or any assessment carried out by the Assessor. In the case of any dispute, the relevant parties shall seek to resolve such dispute by mediation or negotiation first before seeking any resolution through the Courts. CABE will not be held liable for any legal expenses incurred in the resolution of any dispute.



**24. Severance**

24.1. If any provision of this Code (or part of any provision) is found by any court or other authority of competent jurisdiction to be invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed not to form part of this Code, and the validity and enforceability of the other provisions of this Code shall not be affected.

24.2. If a provision of this Code (or part of any provision) is found illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

**25. Governing law**

25.1. This Code is governed by English law. Any matter or claim arising under or in connection with the Code shall be submitted to the exclusive jurisdiction of the English courts.

25.2. By signing below you, the Assessor, agree to comply with and be bound by the provisions of this Code of Conduct.

<b>For CABE:</b>	<b>For the Assessor:</b>
<b>Organisation: CABE</b>	<b>Organisation:</b>
<b>Address:</b>	<b>Address:</b>
1 Kemble Street London WC2B 4AN	
Joanna Averley Deputy Chief Executive & Director of Enabling	Name: Position:

# Building for Life Accredited Assessors Code of Conduct

Tel: 020 7070 6724 Fax: 020 7070 6777 Email: <a href="mailto:javerley@cabe.org.uk">javerley@cabe.org.uk</a>	Tel: Fax: Email:
	Sign:

## 26. Contact details

26.1. Any notice sent by an Assessor to CABE must be in writing and sent to the address below:

Commission of Architecture and the Built Environment  
1 Kemble Street  
London WC2B 4AN

Email: [blassessments@cabe.org.uk](mailto:blassessments@cabe.org.uk)

Tel.: 020 7070 6700

FAO: Dominic Church



# Building for Life Accredited Assessors Code of Conduct

## Appendix A

### The Building for Life Accredited Assessor network

#### The Building for Life partnership

Building for Life is a partnership led by CABB and the Home Builders Federation (HBF). It is an initiative which promotes design excellence and celebrates best practice in the house building industry.

#### The Building for Life standard

The Building for Life standard is the national benchmark for well-designed housing and neighbourhoods in England. The Building for Life standard comprises 20 criteria, disseminated via the BfL website [www.buildingforlife.org](http://www.buildingforlife.org) and the free publication "Delivering great places to live", which can be downloaded from the website.



Written in plain English, the criteria help:

- structure the discussion about design quality in new housing
- score designs in terms of design quality
- compare designs against each other
- identify and celebrate examples of best practice

#### The network of Accredited Assessors

CABB is running a programme of engagement and training to support the use of Building for Life as a quality check in pre-planning discussions and for the core indicator H6 of Annual Monitoring Returns. Launched in 2007, this programme will create a group of at least 500 professionals who are trained and supported to use the Building for Life standard.

#### The Accreditation process

In order to gain accreditation, candidates will be required to attend a one-day training workshop run by CABB, and to complete a test assessment of an example scheme and submit it for review.

When this review has been completed successfully, the candidate assessors will be required to sign up to a Code of Conduct. In doing so, they will agree to:

- adhere to the standard assessment procedure
- submit a copy of each assessment completed to CABB
- regular monitoring by CABB
- adhere to policies and procedures set out in the Code, especially with regard to conflicts of interest

Accreditation will be withdrawn where this Code of Conduct has been violated.

# Building for Life Accredited Assessors Code of Conduct

## Appendix B

### The Building for Life criteria

#### Environment and community

1. Does the development provide (or is it close to) community facilities, such as a school, parks, play areas, shops, pubs or cafes?
2. Is there an accommodation mix that reflects the needs and aspirations of the local community?
3. Is there a tenure mix that reflects the needs of the local community?
4. Does the development have easy access to public transport?
5. Does the development have any features that reduce its environmental impact?



#### Character

6. Is the design specific to the scheme?
7. Does the scheme exploit existing buildings, landscape or topography?
8. Does the scheme feel like a place with distinctive character?
9. Do the buildings and layout make it easy to find your way around?
10. Are streets defined by a well-structured building layout?

#### Streets, parking and pedestrianisation

11. Does the building layout take priority over the streets and car parking, so that the highways do not dominate?
12. Is the car parking well integrated and situated so it supports the street scene?
13. Are the streets pedestrian, cycle and vehicle friendly?
14. Does the scheme integrate with existing streets, paths and surrounding development?
15. Are public spaces and pedestrian routes overlooked and do they feel safe?

#### Design and construction

16. Is public space well designed and does it have suitable management arrangements in place?
17. Do the buildings exhibit architectural quality?
18. Do internal spaces and layout allow for adaptation, conversion or extension?
19. Has the scheme made use of advances in construction or technology that enhance its performance, quality and attractiveness?
20. Do buildings or spaces outperform statutory minima, such as building regulations?

# Building for Life Accredited Assessors Code of Conduct

## Appendix C

### The Building for Life scoring system

Each Building for Life criterion is scored either as 1(one point), 0.5(half point) or 0 (nil).

The scores should be allocated according to the following rules:

- Score of 1 (one point):  
Awarded where there is sufficient evidence that the proposed design will meet this criterion.
- Score of 0.5 (half point):  
Awarded where there are specific areas where the proposed design performs well against the criterion but there are also others where it fails to do so. This option is not to be used as a fallback where the design is generally unclear or unconvincing. If there is uncertainty about the scheme's ability to meet the criterion, it should be awarded a score of 0 (nil).
- Score of 0 (nil):  
Awarded where it is unclear whether the proposed design will meet the criterion or if you're certain it will fail to meet the criterion.

