

Completion Certificates Version 1

November 2022

What category does my exhibit fall under and what do I need to do?

All installations at Somerset House must be accompanied by a completion certificate evidencing that they are safe and can be opened to the public. Depending on the complexity of your installation, different procedures will need to be followed.

If you have any questions, please contact your London Design Biennale Project Manager.

Completion Certificates

As a minimum requirement, all pavilion installations must be supported by a Completion Certificate upon completing the installation. This document consists of a safety statement confirming that your installation complies with LDB / Somerset House rules and UK legislation; as well as with the Design Team's guidance, and that it is safe for public use. The safety statement will be provided by LDB in

advance of the exhibition and must be completed and signed by the person in charge of your installation once all works are finished.

If LDB Approved Contractors are carrying out all the works, then this Completion Certificate will be signed by them.

Complex Structures

Complex structures are installations which may require input from a structural engineer. All complex structures will be inspected onsite and signed off by a competent Structural Engineer.

This sign off procedure is compulsory to ensure that the pavilion is safe for the public and that no damage will occur to the fabric of the building. Examples of complex structures are:

- Structures of any height which require structural calculations to demonstrate that their design and assembly method will ensure the completed structure is sound and stable.
- Any part of an indoor installation that exceeds four metres in height.
- Suspended structures such as exhibits rigged to temporary supports.
- Platforms of a specific height intended for public use.

Upon receipt of your final designs, the LDB Project Team will advise if your installation requires structural calculations, an inspection and a sign off.

LDB works with independent Structural Engineers and will appoint one on your behalf if you cannot provide your own. The LDB Structural Engineers can produce calculations in advance and will carry out site inspections and sign offs. Use of

LDB's Structural Engineers for carrying out and/or reviewing structural calculations, structural inspections and sign offs will incur an additional cost.

Installation teams can provide their own Structural Engineer to inspect and sign off their structures. However, evidence of the engineer's competence will be required in the form of qualifications and affiliation to an association.

Rigging

If your installation requires some items to be rigged to pre-existing or temporary supports, the contractor carrying out the works must submit a Rigging Completion Certificate upon completion of the installation onsite (as well as other supporting documents during the planning phase). This document is a safety statement from the installer, confirming that the rigging has been carried out according to the designer's specifications and methods. The Rigging Completion Certificate is a compulsory document. Your installation cannot be signed off and opened to the public without it.

In some instances, the LDB Project Team may request that the installation is inspected and signed off by a qualified structural engineer.

Third Party Rigging

Rigging is classed as Third Party if your contractor rigging the items is not the fabricator and cannot provide the Rigging Completion Certificate. In this instance, the LDB Project Team will appoint their official structural engineer to inspect the installation. The cost of this service will be passed on to the Design Team.

Electrical Installations

All portable electrical items brought onsite as part of your installation must be PAT tested (Portable Appliance Test) if purchased more than 12 months prior to your first day onsite. Exhibitors must hold current valid certificates for these items. Such certificates may be requested in advance by our Health & Safety Team.

LDB reserve the right to remove or request replacement of any electrical item that may be considered unsafe onsite. If you wish to have portable items tested onsite, we can arrange for testing to be conducted by one of our approved contractors.

Temporary electrical circuits assembled onsite will need to be tested during the installation phase and certificates must be submitted to the LDB Projects Team prior to systems being energised. In some instances, our team may require additional certificates for other lighting and electrical items as well as evidence showing the qualifications of technicians undertaking specific tasks. Design Teams are reminded that installations must comply with British Standards and Legislation.