



# Completion Certificate

## Submission For Verification Where No Building Warrant Has Been Obtained

Building (Scotland) Act 2003

Submission under section 17 (4) of a completion certificate where no building warrant was obtained for work which required a building warrant

For Official Use

Ref No \_\_\_\_\_

Fee \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt No \_\_\_\_\_

Please read all sections carefully and complete in **BLOCK LETTERS**

### 1. Relevant Person (see below)

Name \_\_\_\_\_ Tel \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Fax No \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_  
Postcode \_\_\_\_\_

The completion certificate must be submitted by the relevant person as defined by the Building (Scotland) Act 2003; that is:

- The owner, tenant or developer who is doing the building work or the conversion themselves
- The owner, tenant or developer who has employed a builder to do the work for them, or
- If the owner of the building does not fall within paragraph (a) or (b) and the person required by paragraphs to submit the completion certificates has failed to do so, the owner

### 2. Owner (If different from 1 above)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Tel \_\_\_\_\_ Fax No \_\_\_\_\_  
E-mail \_\_\_\_\_

### 3. Duly Authorised Agent (if any)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Tel \_\_\_\_\_ Fax No \_\_\_\_\_  
E-mail \_\_\_\_\_

### 4. Location of Building

Address of building to which this completion certificate applies – [include postcode if known]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

## 5. Use of Building

5.1 Please state current use \_\_\_\_\_

5.2 Please state original use [If different from use before work] \_\_\_\_\_

5.3 Is the change a conversion in terms of the regulations (see annex 1)

YES/ NO\*

5.3.1 IF YES please state which description of conversion applies (quote number from list) \_\_\_\_\_

## 6. Description of Work

Please give a brief description of the work and state whether it is to construct (erect, extend, or alter) and provide services, fitting or equipment; or demolish \_\_\_\_\_

## 7. Limited-Life Building

If the intended life of the building is to be five years or less from the date of completion, please state the being sought: \_\_\_\_\_ years.

## 8. Planning – listed buildings

8.1 If the application concerns a buildings listed as being of special architectural or historic interest, or if it is situated in a conservation area (if in doubt, the planning authority can advise)

Please state category of listing \_\_\_\_\_

8.2 Does the building have any other historical importance? (e.g. association with significant historical person or event)

Please specify \_\_\_\_\_

## 9. Relaxation Details

Has any relaxation of the provisions of the Building Regulations been given by the Scottish Ministers?

If YES, give date(s) and reference number(s) \_\_\_\_\_

## 10. Notices

Please indicate if this application is as the result of any of the following notices, and if so give the reference number		Reference Number
Building regulations compliance notice	Y / N*	
Building warrant enforcement notice	Y / N*	
Defective buildings notice	Y / N*	
Is the building subject to any Dangerous building notice?	Y / N*	

\*delete as appropriate

## Notes

1. The name and address of the owner is required as the Procedure Regulations require the owner to be informed if a completion certificate is rejected.
2. The Procedure Regulations provide for matters which would raise security concerns to be excluded from inspection, or from copying unless the owner has given consent in writing. Details of residential buildings generally will be available only to the interested parties, defined as the owner, occupier, tenant or prospective tenant.
3. A submission for work which should have had a building warrant must be accompanied by the plans, specifications and other information that would have accompanied an application for a building warrant. A fee, equal to that for a late submission of an application for building warrant is also required. Note the Building Regulations which apply are those in force at the date of submission of this certificate.
4. Security matters – where the applicant wishes to ensure that documents are not made available for inspection or copying as this would raise security concerns, the part of the application to which this is applied will be agreed between the verifier and the applicant. The building standards register will however hold all the documents necessary to establish approval of the warrant.

## WARNING

**This certificate does not permit the occupation or use of a building following construction or conversion. It is an offence to occupy or use such a building until a 'notice of acceptance of a completion certificate' is obtained except where this is for the purpose of the construction or conversion of the building. That temporary permission may be obtained from a verifier, and note that the restriction on occupation or use does not apply to alterations.**

**If any person submits a completion certificate containing a statement which that person knows to be false or misleading in a material particular or recklessly submits a completion certificate containing a statement which is false or misleading in a material particular the person will be guilty of an offence liable on summary conviction to a fine not exceeding level 5 on the standard scale.**

## ANNEX 1 - CONVERSIONS

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the Building Regulations apply

Change in the occupation or use of:

1. a building to create a dwelling or dwellings or a part thereof
2. a building ancillary to a dwelling to increase the area of human occupation
3. a building which altered the number of dwellings in a building
4. a domestic building to any other type of building
5. a residential building to any other type of building
6. a residential building which involve a significant alteration of the characteristics of the persons who occupy the building, or which significantly increase the number of people occupying, or expected to occupy the building
7. a building so that it becomes a residential building
8. an exempt building (in terms of schedule 1) to a building which is not so exempt
9. a building to allow access by the public where previously there was none
10. a building to accommodate parts in different occupation where previously it was not so occupied

## ANNEX 2 - CERTIFICATES FROM APPROVED CERTIFIERS

Please list the reference numbers from approved certifiers of design and/or construction which relate to this submission, and attach the original signed certificates to this completion certificate –

Certificate Reference Number	Nature of Work Certified

**Important Note: The certificates must be original documents, signed by certifiers fully approved to issue certificates for matters certified on the date the certificate was signed.**

## 11. Estimated Value of Works

The cost of operations (excluding VAT) is £ \_\_\_\_\_

(Please note that this figure must reflect the true value of the works using the normal market costs rather than any discounted costs. The verifier (the Council) may seek evidence for this figure, and make comparisons with established independent indices of building costs).

## 12. Certificates

Do any certificates from approved certifiers of design or construction accompany this submission?

YES/ NO\* If YES, see a

## 13. Declaration and security matters (tick boxes ensure you read the declaration then sign)

I enclose 2 sets of the necessary plans and specifications

I confirm that the estimated cost of works is a true reflection of the value of the work (excl VAT)

I enclose the statutory fee

I enclose all certificates of design (where applicable)

In the case of a dwellinghouse, I enclose a SAP rating and an Energy Performance Certificate

I enclose a copy of the statement of sustainability (Section 7)

I confirm that the owner of the building is aware of this application

**Your application cannot be registered until all these documents and the fee are received**

- I / We\* confirm that having read note 4 it is considered that part of the proposals should not be open to public inspection on the building standards register? 

Yes
No

  
(If YES, the verifier will decide with you the extent of the restrictions – see note 4)

- This completion certificate imposes the following continuing requirements, made under Section 22 of the

Continuing requirements

- I / We\* submit a completion certificate in accordance with the details supplied and with any necessary accompanying information (see note 3). This completion certificate is confirmation that the work was carried out and / or conversion \* made in accordance with the Building Regulations. This completion certificate confirms that in the case of work for the construction of a building, the building as constructed complies with the Building Regulations; that in the case of the provision of services, fittings or equipment provided complies with Building Regulations; and in the case of conversion of a building that the building as converted complies with the Building Regulations.

Signed \_\_\_\_\_ (applicant/duly authorised agent\*) Date \_\_\_\_\_

## 15. Address to which you should send this application

Please send your application, plans and fee to:

Building Standards  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH PH1 5GD

If you have any questions regarding the submission of an application for building warrant, you can contact us by the following methods:

Tel: 01738 475300

Fax: 01738 475310

E-mail: Buildingstandards@pkc.gov.uk