Completion Certificate
Submission for Verification

Building (Scotland) Act 2003

Submission under section 17 (1) and (7) of a completion certificate

Please read all sections carefully and complete in BLOCK LETTERS

1 Relevant Person (see below)

Name _____ Tel _____

Address _____

_____ Fax _____

_____

Postcode _____ E-mail _____

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

a) The owner, tenant or developer who is doing the building work or the conversion themselves, or
b) The owner, tenant or developer who has employed a builder to do the work for them, or
c) If the owner of the building does not fall within paragraph (a) or (b) and the person required by these 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 _____

E-mail _____

3 Duly Authorised Agent (if any)

Name _____

Address _____

_____

_____ Postcode _____

Tel _____ Fax _____

E-mail _____

4 Details of Building Warrant

Building Warrant Ref No _____

Approved on (insert date) _____

Amendment(s) to warrant Ref No's (where applicable) _____

Approved on (insert date(s)) _____

5 Address of building to which the building warrant applies (Please include post code where known)

_____

_____

_____ Post Code _____

5.1 If different from above, what is the address of building to which this submission applies? (Please include post code if known) (see note 2)

Post Code

6 Description of Building

Does this submission cover all work under the above building warrant ? YES/ NO*

If no, please describe the work to which this submission applies –

Is this the last submission related to the above building warrant YES/ NO*
(this question applies where the warrant is for more than one building)

7 Relaxation Directions

Was any relaxation of the provisions of the building regulations given? YES/ NO*

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

Relaxation Reference Number	Date Approved

8 Certificates from Approved Certifiers

Do any certificates from approved certifiers of construction accompany this submission? YES/ NO*

If Yes , see Annex 1

Did any certificates from approved certifiers of design accompany the building warrant application? YES/ NO*

9 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

10 Date work was completed

Work was completed on _____

11 DECLARATION (Please read carefully and complete fully before signing)

11.1 I / We* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information.

11.2 and where the certificate is submitted for work done under a building warrant

This completion certificate is confirmation that work was carried out and/or conversion* made in accordance with the building warrant, and

The completion certificate also confirms that:-

- in the case of work for the construction of a building, the building as constructed complies with the building regulations;
- in the case of the provision of services, fittings or equipment in or in connection with the building that the services, fittings and equipment provided comply with building regulations; and
- in the case of conversion of a building as converted complies with building regulations.

11.3 and when the provisions of the building regulations apply:

I enclose a copy of the energy performance certificate(s) for the building(s),
I enclose a copy of the statement(s) of sustainability for the building(s) (Section 7),

11.4 and where the certificate is submitted for work done in response to a notice where no warrant is required

This completion certificate is confirmation that the work done in response to a continuing requirement enforcement notice / a building regulations compliance notice (where no warrant was required) / a defective building notice (where no warrant was required) / a dangerous building notice* has been completed in accordance with the requirements of the notice.

11.5 and if there are any continuing requirements in the building warrant

This completion certificate confirms acceptance of the continuing requirements as stated below, made under Section 22 of the Act, imposed by the warrant.

Continuing requirements (please list in full, where applicable)

Signed _____ (applicant / duly authorised agent*) **Date** _____

*Delete as appropriate

12 Address to which you should send this submission

Building Standards
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

If you have any questions regarding this submission, you can contact us by the following methods

Tel: 01738 475300 - Fax: 01738 475310

E-mail: Buildingstandards@pkc.gov.uk

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. Where the address has been amended since the building warrant was granted, or where the submission covers only part of a building warrant (for example, one house in a development of several dwellings that were subject to a single warrant) an address identifying the work covered by the submission must be supplied.
3. Where a certificate from an approved certifier of design includes details yet to be designed, the Notification of Finalisation of Details model form must be completed by the approved certifier and approved body and forwarded to the verifier.
4. Any applicant aggrieved by the decision of a verifier to reject a completion certificate, may by summary application made within 21 days of the date of the decision, appeal to the sheriff. If a verifier has not determined this submission within 14 days from the date of receipt by the verifier of the certificate, the submission is deemed rejected and an appeal may be made to the sheriff in the same way and subject to the same timescale.

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 done solely for the purpose of the construction or conversion of the building. Note 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 and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

Annex 1

CERTIFICATES FROM APPROVED CERTIFIERS

Please list reference numbers of any certificates from approved certifiers of 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 the matters certified on the date the certificate was signed.