



Completion Certificate Submission For Verification Where No Building Warrant Has Been Obtained

For Official Use

Ref No

Fee

Date Paid

Receipt No

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

Please read all sections carefully and complete in BLOCK LETTERS

NOTE: You can submit this form on-line through the [eBuilding Standards portal](#)

The appropriate fee must accompany this application.

1. Relevant Person (see below)

Name				
Address			Postcode	
E-mail			Tel	

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, or
- 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 these paragraphs to submit the completion certificates has failed to do so, the owner

2. Duly Authorised Agent (if any)

Name				
Address			Postcode	
E-mail			Tel	

3. Owner (If different from 1 above)

Name				
Address			Postcode	
E-mail			Tel	

4. 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*	*delete as appropriate	
5.3.1 IF YES please state which description of conversion applies (quote number from list in Annex 1)				
6. Description of Work				
Please give a brief description of the work and state whether it is to construct (erect, extend, or alter) and/or provide services, fitting or equipment; or demolish				
7. Security matters				
Do you consider any part of your proposals should not be open to public inspection on the building standards register? (if YES, the verifier will decide with you the extent of the restrictions [see note 2])	YES	NO*	*delete as appropriate	
8. 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 lifespan being sought:	years			
9. Planning – listed buildings				
If the application concerns buildings listed as being of special architectural or historic interest, or situated in a conservation area (If in doubt, planning authority can advise). Please state category				
Does the building have any other historical importance? (e.g. association with significant historical person or event). Please specify				
10. Relaxation Directions				
Was any relaxation of the provisions of the building regulations given?	YES	NO*	*delete as appropriate	
If YES, give reference number(s) and date(s)	Relaxation Reference No	Date Approved		
11. 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				

12. Estimated Value of Works			
The cost of operations (excluding VAT) is	£		
<p>(Please note that this figure must reflect the true value of the works using the normal market costs rather than any discounted costs. We as the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs).</p>			
13. Certificates			
Do any certificates from approved certifiers of design or construction accompany this submission (If YES, see annex 2)	Yes	No *	*delete as appropriate
14. Declaration			
<p>I/We* submit a completion certificate in accordance with the details supplied above 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.</p> <p>This 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; that in the case of the provision of services, fittings or equipment in or in connection with a building that the services, fittings or equipment provided comply with building regulations; and in the case of conversion of a building that the building as converted complies with building regulations</p> <p>[and when the provisions of building regulations apply]</p> <p>I enclose a copy of the energy performance certificate(s) for the buildings</p> <p>I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of section 7 of schedule 5 to the Building (Scotland) Regulations 2004.</p> <p>I enclose a fire safety design summary submitted in accordance with regulation 41 (bd) of the Building (Procedure) (Scotland) Regulations 2004.</p> <p>This completion certificate imposes the following continuing requirements, made under section 22 of the Act.</p>			
Please list any Continuing Requirements that apply.			
Signed		Dated	
	Applicant / duly authorised agent*	*Delete as appropriate	
15. Address to which you should send this application			
<p>Please send your application, plans and fee to:</p> <p style="text-align: center;">Building Standards Perth & Kinross Council Pullar House 35 Kinnoull Street PERTH PH1 5GD</p>	<p>If you have any questions regarding the submission of an application for building warrant, you can contact us by the following methods:</p> <p style="text-align: center;">Tel: 01738 475300 Fax: 01738 475310 E-mail: Buildingstandards@pkc.gov.uk</p>		
Guidance Notes			
<ol style="list-style-type: none"> 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. The Procedure Regulations provide for matters which would raise security concerns to be excluded from inspection, or from disclosure 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. The fee to be submitted is equal to 300% of an application for building warrant of the same value. Note that the Building Regulations which apply are those in force at the date of submission of this certificate.

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. 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 - 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 signed certificates to this completion certificate

Certificate Ref No.

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Important Note

The certificates must be signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

How we use your personal information

The information provided by you and by other relevant parties will be used to help determine the completion certificate. Your application will be processed by employees of Perth and Kinross Council in consultation with other service providers as appropriate. The completed application form and any other information you provide will be held on the Council's Register and will be available for public inspection as set out in the Building (Scotland) (Procedure) Regulations 2004.

The Council may check information provided by you, or information about you by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection: email dataprotection@pkc.gov.uk or phone 01738 477933

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.