

For Official Use.	Updated 1 July 2017.
Reference Number.	
Fee.	
Date Paid.	
Receipt Number.	



Completion Certificate – Submission

Building (Scotland) Act 2003

Submission under Section 17(1) and (7) of a Completion Certificate.

Please refer to the accompanying Guidance Notes when completing this form.

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

Relevant Person (see below):

Name.	
Address.	
Post Code.	
Telephone Number.	
Fax Number.	
E-mail Address.	

Relevant Person

The Completion Certificate must be submitted by the Relevant Person as defined by the Building (Scotland) Act 2003, that is:

- a) Where the work was carried out, or the conversion made, otherwise than on behalf of another person, the person who carried out the work or made the conversion.
- b) Where the work was carried out, or the conversion made, by a person on behalf of another person, that other person.
- 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 Certificate has failed to do so, the Owner.

Duly Authorised Agent (if any):

Name.	
Address.	
Post Code.	
Telephone Number.	
Fax Number.	
Email Address.	

Owner (if different from Relevant Person) (see note 1):

Name.	
Address.	
Post Code.	
Telephone Number.	
Fax Number.	
E-mail Address.	

Details of Building Warrant:

Date of Building Warrant approval (and any Amendment to Warrant approvals).	
Reference number of Building Warrant.	
Address of building to which the Building Warrant applies (include post code if known).	
(If different) Address of building to which this Submission applies (include post code if known) (see note 2).	

Description of Building:

Does this Submission cover all the 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*.

Relaxation Directions:

Was any relaxation of the provisions of the Building Regulations given?	Yes/No*.
If Yes, give date(s) and reference number(s).	Date:
	Ref No:

Certificates:

Do any Certificates from approved Certifiers of Construction accompany this Submission? (if Yes, see annex 1).	Yes/No*.
Did any Certificates from approved Certifiers of Design accompany the Building Warrant application? (see note 3).	Yes/No*.

Notices:

Please indicate if this Submission is as a result of any of the following Notices, and if so, give the reference number.	
Building Regulations Compliance Notice.	Ref No:
Building Warrant Enforcement Notice.	Ref No:
Defective Buildings Notice.	Ref No:
Is the building subject to any Dangerous Building Notice? (if Yes, give the reference number).	Yes/No*
	Ref No:

Date work was completed.	
---------------------------------	--

Privacy Notice:

Your views are important to us. In conjunction with all Local Authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a National Customer Satisfaction Survey for Building Standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

Declaration:

I/We* submit a Completion Certificate in accordance with the details supplied above and with any necessary accompanying information.

(and where the Certificate is submitted for work done under a Building Warrant).

This Completion Certificate is confirmation that the work was carried out and/or conversion* made in accordance with the Building Warrant.

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.

(and when the provisions of Building Regulations apply).

I enclose a copy of the Energy Performance Certificate(s) for the building(s).

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.

I enclose a Fire Safety Design Summary submitted in accordance with Regulation 41 (bd) of the Building (Procedure) (Scotland) Regulations 2004.

(and where the Certificate is submitted for work done in response to a Notice where no Building Warrant was 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 Building Warrant was required)/a Defective Building Notice (where no Building Warrant was required)/a Dangerous Building Notice* has been completed in accordance with the requirements of the Notice.

(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 Building Warrant.

Continuing Requirements (please list in full).

Signed

Relevant person/duly authorised Agent on behalf of relevant person*

Dated

Address to which you should send this Submission:

Building Standards, Orkney Islands Council, Council Offices, School Place,
Kirkwall, Orkney, KW15 1NY.

Council enquiry point: Building Standards, tel: 01856 873535, email:

building.standards@orkney.gov.uk

*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) 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 is for one House in a development of several Dwellings that were subject to a single Building 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 Design 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 Completion Certificate' is obtained, except where this is done solely for the purposes of the construction or conversion of the building. Note that temporary permission may be obtainable 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 is 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 signed Certificates to this Completion Certificate.

Ref No:

Ref No:

Ref No:

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.

Scheme(s):

Please list reference numbers of Certificates from approved Certifiers of Design or approved Certifiers of Construction.

Ref No:

Ref No:

Ref No: