



COMPLETION CERTIFICATE - SUBMISSION

BUILDING (SCOTLAND) ACT 2003
Submission under Section 17(1) and (7) of a Completion Certificate

Complete and send to

Comhairle nan Eilean Siar,
Communities Department
Council Offices, Sandwick Road, Stornoway HS1 2BW*
Council Offices, Balivanich, Benbecula, HS7 5LA*

Warrant Number:	
Date of Warrant (and any Amendments)	
Address of Building:	
Details of Building Warrant	

Relevant Person (See below)

Name:

Address:

..... Tel. No:

..... Mobile No:

Post Code: E-mail:

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.

Agent

Name:

Address:

..... Tel. No:

..... Mobile No:

Post Code: E-mail:

Owner (if different from applicant)(see note 1)

Name:

Address:

..... Tel. No:

..... Mobile No:

Post Code: E-mail:

Description of building

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

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

.....

.....

Is this the last submission related to the above 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) –

.....

Certificates

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 (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	Yes/No	Ref No.
Building Warrant enforcement notice	Yes/No	Ref No.
Defective buildings notice	Yes/No	Ref No.
Dangerous Building Notice	Yes/No	Ref No:

Date work was completed -

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 where this submission is for a dwelling -]

I enclose an energy rating for the dwelling(s) as specified in the warrant calculated in accordance with the Government Standard Assessment Procedure.

[and where the certificate is submitted for work done in response to a notice where no warrant was required].

This completion certificate is confirmation that the work done in response to a continuing requirement enforcement notice/a building regulation 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.

[and if there are any continuing requirements on the 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).

Signed - **Dated -**
relevant person/duly authorised agent

*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 warrant was granted, or where the submission covers only part of a warrant (for example is for 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 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 –

Certifier	Certification No.	Design Scheme	Design Section

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.

FOR OFFICE USE ONLY

A verifier must provide a response as to whether a submitted completion certificate is acceptable within 14 days or such longer period as has been agreed with the person making the submission. Therefore, after reasonable enquiry which may include inspection for this purpose, one of the statements below must be signed by the relevant officer.

STATEMENT 1 – For Acceptance

With reference to the overleaf submission of a completion certificate, I verify that:

- (a) I inspected the completed works on.....
- (b) Proof of compliance of the electrical installation has been received, or is not required
- (c) So far as I am able to ascertain after reasonable enquiry in that behalf, the work/conversion certified complies with the relevant warrant and building regulations.

Therefore, please issue a notice of acceptance of the completion certificate.

Date.....

.....
Signature of Officer

STATEMENT 2 – For Rejection

With reference to the overleaf submission of a completion certificate, I am unable to verify in terms of Statement 1 above that the work/conversion has been satisfactorily completed.

Therefore, please issue a notice of rejection of the completion certificate for the reasons given below, in a form which can be defended in the event of any appeal to the Sheriff.

Date.....

.....
Signature of Officer

REASONS FOR REJECTION (For 'Rejection Decision' Schedule)