



OFFICE USE ONLY	
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**BUILDING STANDARDS CERTIFICATION**

**COMPLETION CERTIFICATE – SUBMISSION**

Building (Scotland) Act 2003

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

**Relevant Person\***

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Post Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**email** \_\_\_\_\_

**\*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** \_\_\_\_\_

**Fax** \_\_\_\_\_

**email** \_\_\_\_\_

**Details of Building Warrant**

Date of building warrant (and any amendments)

Reference number of building warrant

Address of building to which the building warrant applies (include post code if known)

**Owner (if not relevant person) (see note 1)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Post Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**email** \_\_\_\_\_

Address of building to which this submission applies (If different) (see note 2)

## Description of Building

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Does this submission cover all the work under the above building warrant?

If **No**, please describe the work to which this submission applies

Yes  No

Is this the last submission related to the above warrant?

Yes  No

## Relaxation Direction

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Was any relaxation of the provisions of the building regulations given?

Yes  No

If **Yes**, give date(s)  
and  
reference number(s)

## Certificates

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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

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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

Building warrant enforcement notice

Defective buildings notice

Is the building subject to any dangerous building notice?

Yes  No

If **Yes**, give the reference number

## Date Work was Completed

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Date

## Warning

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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.

## Declaration

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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 the 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 and section 7 of Schedule 5 of 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 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 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 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**  
\*Delete as appropriate in all sections

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## 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 warrant) an address identifying the work covered by the submission must be supplied to the same timescale.
3. 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 warrant) an address identifying the work covered by the submission must be supplied.
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.

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## Further Information

**Address to which you should send this submission:**

Building Standards  
West Lothian Council  
Civic Centre  
Howden South Road  
Livingston  
EH54 6FF

Tel: 01506 280000

email: [buildingstandards@westlothian.gov.uk](mailto:buildingstandards@westlothian.gov.uk)

## **ANNEX 1**

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### **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.

#### **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.

**Certificate  
Reference Numbers**

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West Lothian  
Council

## **Building Standards Information**

### **Customer Satisfaction Surveys**

#### **Privacy Notice**

Your views are important to us. In conjunction with local authorities, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THIS BOX and RETURN THIS FLYER WITH YOUR APPLICATION.**

If this flyer is not ticked and enclosed, we will assume you are happy to be invited to participate in the survey.