



OFFICE USE ONLY	
Rec'd Date:	Date entered into System:

BUILDING STANDARDS CERTIFICATION

**COMPLETION CERTIFICATE – SUBMISSION
WHERE NO WARRANT WAS OBTAINED**

Building (Scotland) Act 2003
Section 17(4)

Relevant Person (see below)*

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 work that has taken place

Address of building or site where the work took place

What work was carried out – Please give a brief description of the work and state whether it was to erect, extend, alter and or convert, provide services, fitting or equipment or demolish

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

Name _____

Address _____

Post Code _____

Telephone _____

Fax _____

Email _____

Use of building

If New build or Extension (use).	
If Existing (Current use)	
(Proposed use)	

■ Planning - Listed buildings

Does the application concern a building listed as being of special architectural or historic interest or in a conservation area?

Yes No

If so, please state category

Category A B C

It is not the responsibility of building standards to inform the Planning Authority. If in doubt contact Development Management on 01506 282480.

■ Is this a Conversion (see Annex 1)

If **Yes**, Please tick the description of the conversion from annex 1

Yes No

If **Yes**, Please tick the appropriate box below

1 2 3 4 5 6 7 8 9 10

■ Security matters (see Annex 9)

Do you consider any part of your proposals should not be open to public inspection on the building standards register?

Yes No

If you have ticked Yes, you must complete and submit Annex 9. Failure to do so will result in all information being made available.

West Lothian Council will decide with you the extent, if any of the restrictions.

■ 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

Building warrant enforcement notice

Defective buildings notice

Is the building subject to a dangerous buildings notice? (If Yes give reference number).

■ Certificates of design (see Annex 10)

Do any certificates of design or construction accompany this submission?

Yes No

You must complete and submit Annex 10 (design) or Annex 11 (construction)

■ Estimated Value of works

Enter the estimated value of the works

£

New build or extension Please indicate total floor area created

m²

■ Limited life building (Max 5 years)

If the intended life of the building is to be five years or less from the date of completion, please state – tick relevant box.

1 2 3 4 5

■ 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 regulations.

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.

Signed
(relevant person/duly authorised agent on
behalf of relevant person*)

Dated
**delete as appropriate in all sections*

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. The procedure regulations provide for matters which would raise security concerns to be excluded from inspection, or from copying unless the owner has given consent in writing. Details of residential buildings generally will be available only to interested parties, defined as 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. A fee, equal to that for a late submission of an application for building warrant, is also required. Note that the building regulations which apply are those in force at the time of submission of this certificate

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

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 10

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.