



West Lothian
Council

BUILDING STANDARDS

COMPLETION CERTIFICATE

Building (Scotland) Act 1959

Service Standard

'West Lothian Council is committed to providing the people of West Lothian with services which are reliable, courteous and effective'

On 1 May 2005 the Building Standards procedures changed for completion certificate acceptance

Certificate of Completion (Former System)

You should be aware that it is an offence under Section 9 of The Building (Scotland) Act 1959 to occupy or use premises where work has been carried out without first obtaining a certificate of completion.

When Work Is Complete

- With the approved building warrant you will have received both an "Application for Certificate of Completion" and a "Certificate of Compliance with Electrical Installation" form. You must complete these and return them to us to apply for **AND OBTAIN** a certificate of completion before you can legally use the property.
- It is advisable to make an appointment with the building standards officer 48hrs in advance.

We will

- Upon receipt of an application for completion certificate, visit the property or contact you to make a specific appointment within 10 days.
- We will inspect the works to confirm, as far as is reasonably practicable, compliance with the building regulations and the approved warrant plans.
- Provide the case officer's name, telephone number and e-mail address to allow discussion of any aspect of the submission.
- Provide a duty officer to answer questions during all office opening hours.
- If the works do not comply, we will issue you with a letter within 5 days of the visit, listing areas of non-compliance which have to be rectified.
- We will re-inspect the works at a mutually convenient time when notified they have been rectified.
- When all works are satisfactorily completed, we aim to issue an acceptance within 5 days.
- If work is not completed within the 3 year period you may apply for an extension. Legally a warrant can ONLY be extended BY 2 years from the expiry of the original warrant. After this date the works are classed as unauthorised, and may be subject to enforcement action.

We are always delighted to receive suggestions for improving our standards and performance.
Contact us at:

**Building Standards
County Buildings
LINLITHGOW
WEST LOTHIAN
EH49 7EZ**

Office Opening Hours

Monday to Thursday 8.30am – 5.00 pm
Friday 8.30am – 4.00pm

Telephone 01506 775222

E-Mail: dbc@westlothian.gov.uk

WEB: <http://www.westlothian.gov.uk/1210/161/BuildingStandards>