



West Lothian
Council

BUILDING STANDARDS COMPLETION CERTIFICATE LATE SUBMISSION 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

Completion Certificate Late Submission No Building Warrant

You should be aware that it is an offence under The Building (Scotland) Act 2003 to occupy or use premises where work has been carried out without first obtaining an acceptance notice of the submitted completion certificate.

The relevant person must issue the completion certificate. When submitting a completion certificate, applicants are most likely required to provide additional documentation on the project. Building Standards will advise you of these documents but you may find it useful to read our information leaflet "Documents Required When Certificate Of Completion Is Submitted". This can be obtained from any Council office or downloaded from our website.

We will:

- Register all valid completion certificate submissions within five days of receipt.
- Respond to applicants who submitted an invalid completion certificate within five days of receipt.
- Provide a unique reference number to assist in finding the up to date position of all submissions.
- 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.
- Prepare a technical appraisal of the plans and then advise applicants in writing of all areas of non-compliance and further information that will be required to clarify matters within four weeks of receipt of a valid submission for 80% of applications.
- We will then inspect works on site to confirm, as far as is reasonably practicable, acceptance or rejection of the completion certificate.
- 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.
- If the completion certificate is to be accepted, we aim to issue an acceptance within 5 days.

Additional guidance leaflets are available for:

- "Testing & Inspections"
- "Documents Required When Certificate Of Completion Is Submitted"

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

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