West Lothian Council

# Building Standards Section
# COMPLETION CERTIFICATE – SUBMISSION WHERE NO WARRANT WAS OBTAINED
# Building (Scotland) Act 2003, Section 17(4)

Submission of a completion certificate by the **RELEVANT PERSON** where no building warrant was obtained for work that required a building warrant.

**This form should be read in conjunction with the procedural handbook available free at www.sbsa.gov.uk**

**You will require to read and complete this certificate in conjunction with the guidance notes and supplementary information as if this was a building warrant application.**

1. **The regulations, which apply in this case, are the regulations in force at the date of submission of this certificate.**
2. **This submission must be accompanied by the fee, plans, specifications and other information that would have accompanied an application for warrant**
3. **All work may need to be exposed for inspection purposes (i.e. excavate foundations, open up concrete/timber floors, expose any cavities/beams/drainage, form roof hatches). We will tell you what is required after a suitable inspection. West Lothian Council are not responsible for any costs arising as a result of unauthorised work having to be exposed.**

## GUIDANCE NOTES ON COMPLETION CERTIFICATE SUBMISSION

**A PERSON must sign this form. If you are acting as a duly appointed agent sign your name then ON BEHALF OF the company name.)**

**FAILURE to do this will result in the form being returned.**

**RELEVANT PERSON**

The relevant person is: -

1. The person doing the work for themselves, or
2. The person who has caused another person to do the work for them, or
3. The owner (where the first two persons are not the owner and they failed to submit the completion certificate)

**RESPONSIBILITY FOR THE ISSUE OF THIS COMPLETION CERTIFICATE**

The 'relevant person' takes responsibility for the issue of this completion certificate, irrespective if any duly appointed agent.

The relevant person, in the case of a business may be the executive officer delegated with the responsibility to authorise the work financially.

**DULY APPOINTED AGENT RELEVANT PERSON**

If the agent on this completion certificate is different from the agent on the original building warrant application, it is required that written notification be received from the above relevant person, that a new agent has been appointed for completion certificate purpose.

**APPEALS**

Where a relevant person is aggrieved by the decision of West Lothian Council to reject a completion certificate the relevant person may, within 21 days of the date of the decision, appeal to the sheriff by way of a summary application. If West Lothian Council has not determined this submission within 14 days from the date of submission of the certificate, the submission is deemed refused and an appeal may be made to the sheriff.

**WARNING**

If any person submits a completion certificate containing a statement which that person knows to be false or misleading, the person may be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

**WARNING**

**If any person submits a completion certificate containing a statement which that person knows to be false or misleading in a material particular the person may be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale**

**Submission of 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.**

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**WARNING**

**If any person submits a completion certificate containing a statement which that person knows to be false or misleading in a material particular the person may be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale**

**Submission of 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.**

| | |
|---|---|
| **Date work was completed** | **Dated** …….. |
| **Address of building or site where the work took place**<br>House / Plot Number<br>Building Name<br>Street Name<br>Road Number (If no street)<br>Village/Town<br>Post Code | <br>……..<br>……..<br>……..<br>……..<br>……..<br>…….. |
| **What work was carried out?**<br><br>Please give a brief description of the work, and state whether it is to erect, extend, alter, and/or convert, provide services, fitting or equipment, or demolish. | ……..<br>……..<br>……..<br>…….. |

**FOR OFFICE USE ONLY**

| | | | | |
|---|---|---|---|---|
| **Late Building Warrant:** | Yes ☐ No ☐ | **Estimated Value:** | | |
| **Application Number:** | | **Valid Certificates of Design Discount** | Yes ☐ | % |
| **Case Officer:** | | **Annex 11 Certifier of Construction Discount** | Yes ☐ | % |
| **Property/Site Type:** | | **Warrant Fee:** | | |
| **Building Operations:** | | **Receipt Number:** | | |
| **Application Received:** | | **Payment Type:** | | |
| **Small Business** | Yes ☐ No ☐ | **Checked By:** | Yes ☐ No ☐ | |
| **Risk Assessed For Delegation to Officer** | Yes ☐ No ☐ | **Ordnance Survey Co-ordinates** | **E**<br>**N** | |

| | |
|---|---|
| **Name and Address of <u>Applicant</u>** | **(See note 2 below)** |
| Applicant Name | …… |
| House Number / Building Name | …… |
| Street / Road Number (If no street) | …… |
| Village / Town / City | …… |
| County | …… |
| Post Code | …… |
| Telephone | …… |
| Fax | …… |
| e-mail | …… |
| **Name and Address of duly authorised <u>Agent</u> (if any).** | **(See note 2 below)** |
| Agent Name | …… |
| House Number / Building Name | …… |
| Street / Road Number (If no street) | …… |
| Village / Town / City | …… |
| County | …… |
| Post Code | …… |
| Telephone | …… |
| Fax | …… |
| e-mail | …… |
| **Name and Address of <u>Building Owner</u> (Only if different from applicant above)** | **(You must notify the Owner of this application and we must inform the owner if a building warrant is granted)** |
| Owner | |
| House Number / Building Name | …… |
| Street / Road Number (If no street) | …… |
| Village / Town / City | …… |
| County | …… |
| Post Code | …… |
| Telephone | …… |
| Fax | …… |
| e-mail | …… |

| | |
|---|---|
| **Use of Building**<br>If New Build or Extension……(Use)<br>If Existing (Current use)<br>(Proposed use) | ……..<br>……..<br>…….. |
| **Listed Buildings**<br>Does the application concern a building listed as being of special architectural or historic interest or in a conservation area?<br>If so, please state category. | It is not the responsibility of Building Standards to inform the Planning Authority. If in doubt contact Development Control on 01506 775222 for advice.<br>**Yes** ☐ **No** ☐ (Please tick)<br>**Category A** ☐ **B** ☐ **C** ☐ (Please tick) |
| **Is this a conversion** **(See Annex 1)**<br>**If Yes,** Please tick the description of the conversion from annex 1. | **Yes** ☐ **No**☐ **(Please tick. If Yes tick 1-10 below)**<br>. ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **6** ☐ **7** ☐ **8** ☐ **9** ☐ **10**☐ |
| **Security matters** **(See Annex 9)**<br>Do you consider any part of your proposal should not be open to public inspection on the building standards register. | **Yes** ☐ **No** ☐ (Please tick)<br>**Failure to complete and provide Annex 9**, will result in all information provided being made available.<br>West Lothian Council will decide with you the extent, if any, of the restrictions. |
| **Certificates of design** **(See Annex 10)**<br>Do certificates accompany this application from approved certifiers of design? | **Yes** ☐ You **must complete and provide Annex 10.**<br>**No** ☐ |
| **Statutory Enforcement Notices**.<br>Please indicate (tick) if this application is as the result of any of the listed statutory notices issued by West Lothian Council | ☐ Building Warrant Enforcement Notice<br>☐ Defective Buildings Notice.<br>☐ Dangerous Buildings Notice<br>Enter Notice Ref Number …….. |
| **Estimated Value of Work:**<br>Enter the estimated value of the operations –<br>**See Annex 4 for how value of works should be calculated** | **£ ……..**<br>New Build Or Extension (may include barn conversion)<br>Please Indicate total floor area created: …….$m^2$<br>**For multiple plot / unit developments (with different floor areas) a separate sheet should be used to identify plot/unit type floor area.** |
| **Limited Life Buildings (Max 5 years)** | No. of years **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ (Please tick)<br>Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life |
| **Small Building Structural Guidance** | Have the proposals been designed using the small buildings structural guidance contained in Section 1 of the Technical Handbook?<br>**Yes** ☐ **No** ☐ (Please tick) |
| **Application for Demolition**<br>Please state the time period for demolition will be completed | **……weeks/months* (delete as appropriate)** |

**Declaration**

**A PERSON must sign this form. If you are acting as a duly appointed agent sign your name then ON BEHALF OF the company name.) FAILURE to do this will result in the form being returned.**

- I/We* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (including drawings, and specifications).
- I/We* declare that the owner of the building is aware of this submission.
- This completion certificate is confirmation that the [work was carried out*] and / or [conversion made]*(delete if not applicable)] in accordance with the building regulations and the drawings, specifications and other information accompanying this submission.
- This completion certificate also confirms that in the case of building work, 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(s)] I enclose an energy rating for the dwelling(s), as would have been specified in a warrant if obtained, calculated in accordance with the Government Standard Assessment Procedure.]* (delete if not applicable)
- This completion certificate also confirms acceptance of any continuing requirements, made under Section 22 of the Act, that may be imposed by acceptance of this certificate by the verifier.

**Signed** ……as **Relevant Person/duly authorised agent*** (see note 2 below)
(Delete as appropriate)

**Print Name** …… **Dated** - ……

**Notes**

1) Any applicant aggrieved by the decision of West Lothian Council to refuse to accept a completion certificate may, within 21 days of the date of the decision, appeal to the sheriff by way of summary application

2) Even where signed by an agent, it is the relevant person (applicant) that is declaring that the work will be done in accordance with the regulations and details of application.

3) The procedure regulations provide for documents, 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 the owner, occupier, tenant or prospective tenant.

**Please send your submission and correct fee (and certificates if appropriate) to:**

**Building Standards**
**West Lothian Council**
**High Street**
**County Buildings**
**Linlithgow**
**EH49 7EZ**

If you have any queries about making an application for building warrant or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 775222 Text Phone Users Only: 01506 651115
Fax: 01506 775255 e-mail: dbc@westlothian.gov.uk