West Lothian Council

Building Standards Section
COMPLETION CERTIFICATE
- SUBMISSION WITH BUILDING WARRANT
Building (Scotland) Act 2003, Section 17(1)

Details of Building Warrant Reference number of warrant	……..
Date of warrant	……..
Date of amendment(s)	……. / ……..
Date work was completed	**Dated** ……..
Address Of Property Building Number / Name	…….**PLOT** ……..
Street / Road Name (Number - If no name)	……..
Village / Town	……..
Post Code	……..

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** (delete) submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (including drawings, and specifications).
- This completion certificate is confirmation that the work was carried out and/or conversion* (delete if not applicable) made in accordance with the building warrant and conform with the drawings, specifications and other information endorsed in connection with the warrant.
- 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 if the warrant includes a requirement for an energy rating - I enclose an energy rating for the dwelling(s) as specified in the warrant calculated in accordance with the Government Standard Assessment Procedure.]* (delete if not applicable)
- [and if there are any continuing requirements on the warrant - This completion certificate confirms acceptance of the continuing requirements, made under section 22 of the Act, imposed by the warrant. -]* (delete if not applicable)

Signed : …….. ***RELEVANT PERSON / DULY APPOINTED AGENT ***
(delete as appropriate)

Print Name: ……. **Dated:** …….

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. Note that temporary permission may be obtainable from a verifier, and note that the restriction on occupation or use does not apply to alterations.

FOR OFFICE USE ONLY

Received Date		Date Entered In System	

Name and Address of <u>Relevant Person</u> (see guidance below) Relevant Person Name Building Number / Building Name Street / Road Name (Number - If no name) Village / Town County Post Code Telephone and or Fax e-mail	**See guidance notes for definition of relevant person** …… …… …… …… …… …… …… ……
Name and Address of Building <u>Owner</u> Owners Name Building Number / Building Name Street / Road Name (Number - If no name) Village / Town County Post Code Telephone and or Fax e-mail	**This section must always be completed. We MUST inform the owner of the outcome of this submission.** …… …… …… …… …… …… …… ……
Name and Address of duly appointed <u>Agent</u> for completion Name of person (within company) Name of company House Number / Building Name Street / Road Name / Road Number Village / Town County Post Code Telephone and or FAX e-mail	**Only the original building warrant agent or new duly authorised agent where appointed by the applicant notified to Building Standards using the appropriate form)** …… …… …… …… …… …… …… …… ……

Certificates of Construction Do any certificates from "approved certifiers of construction" accompany this application?.	Yes ☐ No ☐ **(Please tick)** If YES Please attach the ORIGINAL signed certificates to this completion certificate.
Statutory Enforcement Notices. Building Enforcement Notice* Warrant Enforcement Notice* Defective Buildings Notice* Dangerous Buildings Notice* Regulations Compliance Notice*	Please indicate if this application is as the result of any of the listed statutory notices issued by West Lothian Council Reference Number:…….. **(Delete as appropriate)**

Please send this completion certificate (and certificates of construction - if appropriate) to:

Building Standards, High Street, County Buildings, Linlithgow EH49 7EZ

If you have any queries about making a completion certificate submission or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 282480 Text Phone Users Only: 01506 651115
Fax: 01506 282449 e-mail: buildingstandards@westlothian.gov.uk

This certificate of completion should be read in conjunction with the procedural handbook available free at http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/publications

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.

CHANGING THE DULY APPOINTED AGENT
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. A separate form should be used obtainable from this service or downloadable from the internet

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.

OCCUPATION
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.