West Lothian Council

BUILDING STANDARDS SECTION

APPLICATION FOR CERTIFICATE OF COMPLETION

BUILDING (SCOTLAND) ACT 1959, Section 9

1. Name and Address of Applicant Telephone Number	**2. Name and Address of Agent** Telephone Number
3. A certificate of completion is sought for the erection / alteration / extension of the building or buildings at: (address of building).	
4. Date of Building Warrant and any amendments **A building warrant was granted on** **Reference Number of Warrant**	 **…….** **…….**
5. Date works completed **The works were completed on**	 **……..**
6. Relaxation Directions **Was a relaxation of the provisions of the building standards regulations given?** **If so, please give date and reference number.**	 **Yes / No*** (* Delete as appropriate) **Ref. No……..** **Dated……**

7. Declaration

I/We* confirm that the operations at the above address have now been completed in accordance with the building standards regulations (as relaxed by the Scottish Ministers/Local Authority* on ……..). The operations were carried out as laid down in the building warrant mentioned above and confirm with any necessary plans (including drawings, specifications and other particulars) endorsed with the warrant.

(I/We* also enclose a certificate showing that the electrical installation complies with the terms of the warrant.)*

(I/We* also (a) confirm that the energy rating for the dwelling remains the same as that submitted with the building warrant application or (b) enclose a corrected energy rating for the completed dwelling).

Signature of applicant / agent: _____Date:_____

* Delete as appropriate

NOTES

1. **The local authority must either grant a certificate of completion or notify the applicant of their refusal to do so within 14 days of the date of receipt of the application for a certificate of completion.**
2. **If the local authority refuse to grant a certificate of completion the applicant has the right of appeal to the sheriff.**

Development Control & Building Standards
West Lothian Council
County Buildings
LINLITHGOW
EH49 7EZ

Staff can be contacted on: Voice 01506 775222 Fax 01506 775255 Text Phone Users Only 01506 651115