



West Lothian
Council

BUILDING STANDARDS
DOCUMENTS THAT MAY BE
REQUIRED WITH A
COMPLETION SUBMISSION
Information Note 04

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

Before West Lothian Council accepts a 'certificate of completion' submission 'reasonable enquiry' will be undertaken on the various types of installations. Due to the specialised nature of some installation there may be a requirement that commissioning and final installation certificates must be provided to us. This list will hopefully assist you in the completion certificate submission.

The acceptance of a Certificate of Completion is no guarantee of the standard of workmanship.

The owner/applicant is advised to seek independent professional advice. Only the 'relevant person' or duly authorised agent may issue a completion certificate

WARNING

IF A PERSON GRANTS OR PRODUCES A CERTIFICATE WHICH IS FALSE OR MISLEADING HE/SHE MAY BE GUILTY OF AN OFFENCE UNDER THE BUILDING (SCOTLAND) ACT 2003

ALL PROPERTIES (IF APPROPRIATE):

1. Certificate of Completion (Using prescribed form) (Original Form Only). This must be signed by the relevant person
2. Certificate of Construction from an approved certifier of construction to cover the electrical installation
3. Although Item 2 is the preferred method for "Electrical installations" alternatives are possible. Please see separate guidance note on electrical installations.
4. Finalisation notice of structural work as indicated in schedule 1 of the structural design certificate (Form Q).
5. Energy performance certificates (EPC's) for new heated buildings over 50m² where the building warrant was submitted on or after 1 May 2007)
6. SAP energy rating for new houses (for each plot and plot specific). (Building warrant applications submitted on or after 1 May 2005
7. Commissioning certificates for any installed "micro renewable" (Ground Source Heat Pumps/ Solar panels etc.) energy sources
8. Sound test reports for flats and semi-detached dwelling
9. Roof truss design certificate along with the layout/truss profiles. If not subject to a Finalisation notice of structural work as indicated in schedule 1 of the structural design certificate (Form Q)



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IN ADDITION TO THE DOCUMENTS LISTED PREVIOUSLY THE FOLLOWING MAY ALSO BE REQUIRED. GENERALLY (BUT NOT ALWAYS) THESE ARE REQUIRED FOR NON-DOMESTIC PROPERTIES (INCLUDES COMMON AREAS OF DWELLINGS)

10. Air tightness reports (only on certain construction details). (Building Warrant Applications submitted on or after 1 May 2007)
11. Submission of pre manufactured septic tank site delivery receipts (to confirm capacity).
12. Emergency lighting certificate (Form issued under the British Standards 5226).
13. Qualification information for installation of an unvented hot water storage system.
14. Submission of the spillage test results for open flued appliances (gas, oil or solid fuel).
15. Pile loading certificate (Piling Contractor), when not covered by SER design certificate.
16. Ventilation commissioning certificates for systems installed to CIBSE guides.
17. Fire test certificates or durability / fit for purpose certificates for installed products or components (i.e. Fire Doors, Glazing, dampers, paints etc.).
18. Sprinkler installation and commissioning certificate (L.P.C Rules / BS 5306).
19. Fire detection and alarm system certificates (Form G1 to G7 issued under BS 5839 Part 1:2002 and BS 5839 Part 6, as amended).
20. Lift / Escalator commissioning certificate.
21. Fire protection treatment certificate (Issued by installation contractors).
22. Fire hydrant pressure commissioning certificate.
23. Wet / dry riser pressure commissioning certificate.
24. Commissioning certificates for installed heating systems (boiler commissioning etc).
25. Commissioning certificates for the installed hot water systems.
26. Commissioning certificates for the installed ventilation and air-conditioning systems.
27. Commissioning certificates for gas installations (commissioning reports etc).
28. Commissioning certificates for unusual design / construction / installations.

Note: Building Services information should be available to the owner; this may be in the form of a logbook. See Technical Handbook Energy - Section 6.8.

Copies of this leaflet should be given to the various contractors

If you are in any doubt as to which documents are required for the certificate of completion, contact:

Building Standards
County Buildings
LINLITHGOW
WEST LOTHIAN
EH49 7EZ

Telephone 01506 775222
E-Mail: dbc@westlothian.gov.uk
WEB: <http://www.westlothian.gov.uk/1210/161/BuildingStandards>