



Application for Certificate of Completion

Department of Planning & Transport
Building Standards Section
HQ South Building
Cotton Street
Paisley
PA1 1 LL

BUILDING (SCOTLAND) ACT 1959, SECTION 9

1	Applicant	Name	Address	
			Postcode	
			Telephone	Fax

2	Agent (If applicable)	Name	Address	
			Postcode	
			Telephone	Fax

3	A Certificate of Completion is sought for the erection/alteration/extension of the buildings at (address)

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 building standards regulation given	YES/NO*
	If so, give date and reference number	

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 (date)]*. _____ The operations were carried out as laid down in the Building Warrant mentioned above and conform with any necessary plans (including drawings, specifications and other particulars) endorsed in connection with the Warrant. [I/We* also enclose a certificate showing that the electrical installation complies with the terms of the warrant.]

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Energy rating

[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 calculations for the completed dwelling.]

Signature of applicant/agent* _____

Date _____

*Delete as appropriate

Address to which you should send your application

Renfrewshire Council
Department of Planning & Transport
Building Standards Section
HQ South Cotton Street
PAISLEY PA1 1LL

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Council enquiry point

Name _____

Tel 0141 842 5878

Ext _____

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.