



Renfrewshire
Council

Development and Housing Services
Building Standards Section
Renfrewshire House
Cotton Street
Paisley
PA1 1JD

COMPLETION CERTIFICATE – SUBMISSION

Building (Scotland) Act 2003

Submission under section 17(1) and (7) of a completion certificate

PLEASE NOTE YOU MAY USE THIS APPLICATION FORM IF APPLYING TO THE FOLLOWING LOCAL AUTHORITIES: ARGYLL & BUTE, EAST DUNBARTONSHIRE, GLASGOW CITY, INVERCLYDE, NORTH LANARKSHIRE, EAST RENFREWSHIRE, SOUTH LANARKSHIRE OR WEST DUNBARTONSHIRE

RELEVANT PERSON (see below)

Name:

Address:

Postcode:

Fax No:

Telephone number:

e-mail:

PLEASE PROVIDE A DAYTIME/MOBILE NUMBER TO ENABLE US TO MAKE AN APPOINTMENT FOR AN INSPECTION

Relevant person

The completion certificate must be submitted by the relevant person as defined by the Building (Scotland) Act 2003, that is -

- (a) Where the work was carried out, or the conversion made, otherwise than on behalf of another person, the person who carried out the work or made the conversion
- (b) Where the work was carried out, or the conversion made, by a person on behalf of another person, that other person
- (c) If the owner of the building does not fall within paragraph (a) or (b) and the person required by these paragraphs to submit the completion certificate has failed to do so, the owner.

DULY AUTHORISED AGENT (if any)

Name:

Address:

Postcode:

Fax No:

Telephone number:

e-mail:

OWNER (see note 1)

Name:	
Address:	
Postcode:	Fax No:
Telephone number:	e-mail:

DETAILS OF BUILDING WARRANT

Date of building warrant (and any amendments) –
Reference number of building warrant –
Address of building to which the building warrant applies –
[if different] address of building to which this submission applies (see note 3) –

DESCRIPTION OF BUILDING

Does this submission cover all the work under the above building warrant?	YES/NO*
If NO, please describe the work to which this submission applies –	
Is this the last submission related to the above warrant?	YES/NO*

RELAXATION DIRECTIONS

Was the relaxation of the provisions of the building regulations given?	YES/NO*
If YES, give date(s) and reference number(s) -	

CERTIFICATES

Do any certificates from approved certifiers of construction accompany this submission?	YES/NO*
If YES, see annex 1	

NOTICES

Please indicate if this submission is as a result of any of the following notices, and if so give the reference number –	
Building regulations compliance notice –	
Building warrant enforcement notice –	
Defective buildings notice –	
Is the building subject to any Dangerous building notice? (if YES, give the reference number)	YES/NO*

Date work was completed -

FAIR PROCESSING NOTICE

The information which you provide on this form will be processed by the council (which is the “data controller” for the purposes of the data Protection Act 1998) in order to process your application for a building warrant. The Council is under an obligation to properly manage funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purposes with other public bodies or organisations that handle public funds.

DECLARATION

I/We* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information.

[and where the certificate is submitted for work under a building warrant].

This completion certificate is confirmation that the work was carried out and/or conversion* made in accordance with the building warrant.

This completion certificate also confirms that in the case of work for the construction of a building, the building as constructed complies with the building regulations; and in the case of conversion of a building that the building as converted complies with building regulations.

I enclose an energy rating for the dwelling(s) as specified on the submission calculation in accordance with the Government Standards Assessment Procedure.

[and where the provision of the building regulations apply]

I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of and section 7 of Schedule 5 to the Building (Scotland) Regulations 2004.

I enclose a fire safety design summary submitted in accordance with regulation 41(bd) of the Building (Procedure)(Scotland) Regulations 2004.

[and where the certificate is submitted for work done in response to a continuing requirement enforcement notice/ a building regulations compliance notice (where no warrant was required)/a defective building notice (where no building warrant was required)/a dangerous building notice* has been completed in accordance with the requirements of the notice.

[and if there are any continuing requirements in the building warrant]

This completion certificate confirms acceptance of the continuing requirements as stated below, made under section 22 of the Act, imposed by the warrant.

Continuing requirements (please list in full)

Signed - _____ Relevant person/duly authorised agent on behalf of relevant person*

Person Signing

Please Print Name- _____

Dated – _____

*Delete as appropriate

ADDRESS TO WHICH YOU SHOULD SEND THIS APPLICATION

Renfrewshire Council
Development and Housing Services
Building Standards Section
Renfrewshire House
Cotton Street
Paisley
PA1 1JD

Telephone number: 0300 3000 144
Fax number: 0141 618 7935
e-mail: bc@renfrewshire.gov.uk

NOTES

1. The name and address of the owner is required as the procedure regulations require the owner to be informed if a completion certificate is rejected.
2. Any applicant aggrieved by the decision of a verifier to reject a completion certificate may, by summary application made within 21 days of the date of the decision, appeal to the sheriff. If a verifier has not determined this submission within 14 days from the date of receipt by the verifier of the certificate, the submission is deemed rejected and an appeal may be made to the sheriff in the same way and subject to the same timescale.
3. Where the address has been amended since the building warrant was granted, or where the submission covers only part of a building warrant (for example is for one house in a development of several dwellings that were subject to a single warrant) an address identifying the work covered by the submission must be applied.

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 completion certificate' is obtained except where this is done solely for the purpose of the construction or conversion of the building. Note that temporary permission may be obtainable from a verifier, and note that the restriction on occupation or use does not apply to alterations.

If any person submits a completion certificate containing a statement which that person knows to be false or misleading in a material particular or recklessly submit a completion certificate containing a statement which is false or misleading in a material particular the person is guilty of an offence and liable on summary conviction to a fine exceeding level 5 on the standard scale.

ANNEX 1

CERTIFICATES FROM APPROVED CERTIFIERS

Please list reference numbers of any certificates from approved certifiers of construction which relate to this submission, and attach the original signed certificate to this completion certificate –

IMPORTANT NOTE:

The certificates must be original documents signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

PRIVACY STATEMENT

Your views are important to us. In conjunction with local authorities, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards.

The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available. If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THIS BOX and RETURN THIS FLYER WITH YOUR APPLICATION.**

If this flyer is not ticked and enclosed, we will assume you are happy to be invited to participate in the survey.