

Guidance on completing this form

These additional guidance notes aim to help you complete this form. This guidance does not replace any of the legal requirements or responsibilities set out in the Building (Scotland) Act 2003.



www.midlothian.gov.uk/buildingstandards

For Office Use	
Ref no
Fee
Date paid
Receipt no
Certificates of Design

Completion Certificate - Submission

Building (Scotland) Act 2003
Submission under section 17(1) and (7) of a completion certificate

Please refer to the accompanying guidance Notes when completing this form.
You can submit a Completion Certificate - Submission on-line through the [eBuilding Standards portal](#).

Guidance notes:

1) Relevant person

The relevant person is usually the person with overall responsibility for authorising the work in the first place, such as the homeowner, tenant or building owner. The relevant person is also accountable for the completed work. Of note, the relevant person is not the building professional who made the application for a building warrant on your behalf (if this applies, see part 2), or the builder who undertook the work for you.

More than one person can be named if there are joint relevant persons.

2) Duly authorised agent

This will often be the architect, or other experienced building professional, who submitted the building warrant application on your behalf.

3) Owner

If the building owner is different from the relevant person named in 1) above, then the name and contact details of the owner are to be provided.

The details of the building owner must be provided (in either part 1) or 3)), as the owner has to be informed by Midlothian Council Building Standards if a completion submission is accepted or rejected.

1 Relevant Person (see below)

Name.....
Address.....
.....
Post code.....
Tel no..... Fax no.....
Email.....

Relevant Person

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

- 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.
- where the work was carried out, or the conversion made, by a person on behalf of another person, that other person.
- 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.

2 Duly authorised agent (if any)

Name.....
Address.....
.....
Post code.....
Tel no..... Fax no.....
Email.....

3 Owner (if different from applicant) [See note 1]

Name.....
Address.....
.....
Post code.....
Tel no..... Fax no.....
Email.....

4 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 (Include post code if known).....
Post code.....
(If different) Address of building to which this submission applies - (Include post code if known) [see note 2].....

5 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 building warrant?

YES NO

6 Relaxation Directions

Was any relaxation of the provisions of the building regulations given?

YES NO

If YES, give date(s) and reference number(s)

Date.....
Reference number.....

7 Certificates

Do any certificates from approved certifiers of construction accompany this submission?

YES NO [If YES, see annex 1]

Did any certificates from approved certifiers of design accompany the building warrant application? [see note 3]

YES NO

Guidance notes (continued):

4) Details of building warrant

Provide date and reference number of the building warrant, and the address. If the address has changed since the building warrant was granted, provide full postal address.

If this completion certificate submission applies only to part of a building warrant (for example, for one house in a housing scheme), provide full postal address of the individual building covered by this submission.

5) Description of building

Detail the work covered by this submission.

6) Relaxation direction

A relaxation is when a person applies to Scottish Ministers to relax or dispense with a provision of the building regulations. If a relaxation was granted for your work, provide details.

7) Certificates (see Annex 1)

The Scottish Government has approved 2 schemes:

- Certification of Construction - members (usually electricians and plumbers) undertake work and issue certification for electrical installations and/or drainage/heating/plumbing.
- Certification of Design - members (usually structural engineers and energy assessors) design and issue certification for the Structures and/or the Energy components of your building work.

Guidance notes (continued):

8) Notices

If any of these legal notices have been served on the building, provide details.

9) Date work was completed

State the date the work detailed in building warrant was completed.

10) Declaration

Sign and date the declaration.

For building warrants issued after 01 January 2013, please refer to your CCNP (Construction Compliance Notification Plan) for a full checklist of supporting documents to be submitted with this completion certificate submission. Your CCNP was issued with your building warrant.

8 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 (Section 25)

Reference number.....

Building warrant enforcement notice (Section 27)

Reference number.....

Defective building notice (Section 28)

Reference number.....

Is the building subject to any Dangerous building notice? (Section 29)

YES NO

If YES, give the reference number.....

9 Date work was completed

Date.....

10 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 done 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; 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 when the provisions of building regulations apply]

I enclose a copy of the energy performance certificate(s) for the buildings.

I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of 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 notice where no warrant was required]

This completion certificate is confirmation that the 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 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 building warrant.

Continuing requirements (please list in full).

.....

Signed.....

Relevant person/duly authorised agent on behalf of relevant person*

Dated.....

*Delete as appropriate

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 except where this is done solely for the purposes 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 submits 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 not exceeding level 5 on the standard scale.

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 accepted or rejected.
- 2 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 supplied.
- 3 Where a certificate from an approved certifier of design includes details yet to be designed, the Notification of Finalisation of Details model form must be completed by the approved certifier and approved body and forwarded to the verifier.
- 4 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.

ANNEX 1 - CERTIFICATES FROM APPROVED CERTIFIERS

Please list reference numbers of any certificates from approved certifiers of design and/or construction which relate to this submission, and attach the signed certificates to this completion certificate:

- 1) Scheme.....
Reference number.....
- 2) Scheme.....
Reference number.....
- 3) Scheme.....
Reference number.....

Annex 1 Important Note: The certificates must be signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

Address to which you should send this submission
Building Standards Manager,
Midlothian Council,
Fairfield House,
8 Lothian Road,
Dalkeith,
Midlothian EH22 3ZN

Data Protection Act 2018
For information on how your personal data is used by Building Standards visit our data protection page [here](#).

Guidance notes (continued):

WARNING

Note that it may be an offence to occupy or use the building covered by this submission until a notice of acceptance of a completion certificate has been issued by Midlothian Council Building Standards. Of note, building insurance may often be invalid until an acceptance of a completion certificate has been issued.

Please note warning about false or misleading statements, which may lead to a fine.

ANNEX 1

List reference numbers of any certificates from approved certifiers and attach original certificates to this submission.

Further assistance:

If you require further assistance completing this form, please contact Midlothian Council Building Standards:

Tel: 0131 271 3350

Email: building_standards@midlothian.gov.uk