

This Construction Compliance and Notification Plan (CCNP) is for the works that are subject of the building warrant detailed below. It is necessary that this CCNP is followed, to allow Midlothian Building Standards to exercise reasonable inquiry when accepting a Completion Certificate Submission.

Building warrant: 16/123456/BDAEX	CCNP issued: 7 December 2016	Plot: 1
Building address: 8 Lothian Road Dalkeith EH22 3ZN	Description of works: Alter and extend dwelling to form sun room, demolish existing conservatory	
Contacts:	Name	Telephone
Applicant	John Smith	0234 567 8912
Agent		
Case surveyor	David Jolly	0123 456 7890
		Email
		John.smith@home.com
		building.standards@midlothian.gov.uk

Key Construction Stages	Status	Requirement (see notes 1 and 2)	Alternative evidence	Date (see note 4)
1. Start of Works	Mandatory	To allow for inspection of on-going works, submit start of works notice within 7 days of the date on which work commences on site.	-	
2. Drainage	Notify	Witness drainage test(s)/inspection(s), prior to drainage backfilled or walls erected to ground floor wall plate level.	See note 3	
3. Superstructure	Notify	Before plasterboard fitted, allow for inspection of: 1) timber-frame and insulation or 2) masonry walls/roof structure and insulation.	See note 3	
4. Completion	Mandatory	Submit Completion Certificate Submission and supporting information (see note 5).	-	

Specialised inspection(s) required: Not applicable

Notes for applicant:

- 1) You should notify Midlothian Council Building Standards at each key construction stage detailed in this CCNP, to allow site-based checks to be undertaken as the work progresses. Notifications can be via telephone, email or letter (see contact details above). The notification for each stage should allow sufficient time for an inspection of that stage to be undertaken, prior to work progressing on site beyond that particular stage. If works have progressed past any prescribed stage, a disruptive inspection at your cost may be required.
- 2) A number of targeted site inspections may be undertaken by Midlothian Council Building Standards to check that the building work complies with the approved plans and the Building Regulations. **It is not the responsibility of Midlothian Council to check the quality of work, or to supervise building operations on site.** Supervision of the work is your responsibility, or of the suitably qualified person or group appointed to oversee the work.
- 3) A CCNP may detail alternative evidence as an alternative to site visits. **Alternative evidence is accepted solely with prior agreement from Midlothian Council Building Standards, who reserves the right to reject alternative evidence upon submission.** Alternative evidence may include photographs, inspection/test reports or Certificates of Construction. Typical examples of alternative evidence for specific Key Construction Stages are:
 - a) Foundations - Statement from the Structural Engineer or Engineer acting on behalf of the design engineer.
 - b) Drainage - Certificate of Construction (SNIPEF).
 - c) Superstructure/Fire safety - submitted documents must give clear indication of construction, structural elements, and materials used and clearly indicate construction location.
- 4) You are advised to note notification dates on this form and to retain for record purposes.

5) Once you are satisfied the work is complete and complies with Building Regulations, a Completion Certificate Submission should be submitted. Also required is any supporting documentation (see enclosed Part 2 of 2 Checklist - Supporting Documents required with Completion Certificate Submission). Please note that this list may not be exhaustive. **Please do not submit a Completion Certificate Submission without enclosing all the applicable supporting documentation, as an incomplete application may be returned for your attention.**

Part 2 of 2		CHECKLIST - SUPPORTING DOCUMENTS REQUIRED WITH COMPLETION CERTIFICATE SUBMISSION			v4.0	
Topic	ID	Documentation required	Notes	Applicable to your work	Submitted	
					Date	Tick
0. Procedure	1)	Completion Certificate Submission form.	From the relevant person.	Yes		<input type="checkbox"/>
1. Structure	2)	Notice of finalisation (Form Q) for SER certificate.	From structural engineer.	Yes		<input type="checkbox"/>
	3)	Structural drawings associated with SER certificate schedule 1.	From structural engineer.	Yes		<input type="checkbox"/>
2. Fire	4)	Fire and smoke detection certification.	From designer, and/or constructor, and/or inspector/tester, as required by the certificate submitted.	Yes		<input type="checkbox"/>
	5)	Fire protection certification, including for intumescent protection to steelwork, fire stopping and smoke curtains.		No		<input type="checkbox"/>
	6)	Smoke ventilation commissioning certificate.		No		<input type="checkbox"/>
	7)	Emergency lighting certification.		No		<input type="checkbox"/>
	8)	Sprinkler commissioning certificate.		No		<input type="checkbox"/>
	9)	Fire Safety Design Summary (FSDS), for Building Warrant applications submitted after 01 Oct 2013, for the construction of, or conversion to, new non-domestic buildings, including extensions to existing buildings.	From the relevant person.	No		<input type="checkbox"/>
3. Environment	10)	Validation reports for environmental remedial measures to be submitted for review - see approved plans.	From builder or engineer.	No		<input type="checkbox"/>
	11)	Confirmation gas membrane installed following manufacturer's guidance.	From installer.	Yes		<input type="checkbox"/>
	12)	Certificate of Construction (Plumbing/Heating/Drainage).	From installer.	Yes		<input type="checkbox"/>
	13)	Confirmation that SUDS drainage (or partial construction, if not completed) will satisfactorily serve the property.	From engineer.	No		<input type="checkbox"/>
	14)	Boiler commissioning certificate.	From installer.	No		<input type="checkbox"/>
	15)	a) Unvented hot water systems to be signed off by installer, and b) Proof of competency of installer of unvented systems to be submitted.	From installer.	No		<input type="checkbox"/>
	16)	Confirmation from a competent person (for example, Gas Safe Register or SNIPEF registered) that a satisfactory spillage test has been carried out on all the open-flued combustion appliances in the property. Letter to state which appliances tested, and that all fans in the property were running during the test(s).	From competent person.	No		<input type="checkbox"/>
	17)	Ventilation commissioning certificate, for systems to CIBSE guides.	From installer.	No		<input type="checkbox"/>
4. Safety	18)	Electrical certification requires to be submitted, taking the form of either: a) A Certificate of Construction (Electrical Installations, to BS7671) as per SELECT or NICEIC registered schemes, or b) BS 7671 certification, accompanied with proof of competency of the installer, i.e. photocopy of current grading card (both sides) or suitable qualifications (obtained within last 5 years).	From electrician or electrical contractor.	Yes		<input type="checkbox"/>
	19)	Lift commissioning certificate.	From installer.	No		<input type="checkbox"/>
5. Noise	20)	For Building Warrant applications from 01 May 2011 - for flats, and 01 Oct 2011 - for houses/conversions: a) Results of sound testing to be submitted. Number of tests to be as per Section 5 of Technical Handbook. b) Proof of professional membership of tester to be submitted.	From sound tester.	No		<input type="checkbox"/>
6. Energy	21)	Energy Performance Certificate (EPC), prepared on approved SAP (domestic) or SBEM (non-domestic) software.	From energy assessor.	No		<input type="checkbox"/>
	22)	Confirmation to be submitted that relevant junctions have been built in accordance with Accredited Construction Details.	From builder.	No		<input type="checkbox"/>
	23)	For Building Warrant applications from 01 May 2011 - flats and non-domestic only, and 01 Oct 2011 - all dwelling types: a) If air tightness specified at less than 15m ³ /m ² .h, results of air tightness test to be submitted. Number of tests to be as per Section 6 of Technical Handbook. b) Proof of professional membership of tester to be submitted.	From air-tightness tester.	No		<input type="checkbox"/>
	24)	Air conditioning commissioning certificate.	From installer.	No		<input type="checkbox"/>
	25)	Whole house ventilation certificate.	From installer.	No		<input type="checkbox"/>
	26)	Heat pump installation certificate.	From installer.	No		<input type="checkbox"/>
7. Sustainability	27)	Sustainability Label for Building Warrants issued after 01 May 2011.	From builder.	No		<input type="checkbox"/>
8. Miscellaneous	28)	-	-	No		<input type="checkbox"/>

Notes:

1. Only items identified as Yes in the 'Applicable to your work' column require supporting documentation to be submitted.
2. **If you submit a Completion Certificate Submission without enclosing all of the applicable supporting documentation, your submission may be returned for your attention.**
3. Further guidance on the completion process is available on our website at www.midlothian.gov.uk/buildingstandards. If you find that collecting the supporting documents is too time consuming, it may be worth seeking professional assistance. Details of businesses offering Architects & Architectural Services in Midlothian can be found in the Business Directory on our website.