



**COMPLETION CERTIFICATE – SUBMISSION**  
Building (Scotland) Act 2003

FOR OFFICIAL USE

Reference No:

Date Received:

Decision:

Date:

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

This document can be made available in large print upon request.  
Guidance is also available in audio format.

You may use this form if applying to the following local authorities: Argyll and Bute, East Dunbartonshire, East Renfrewshire, Glasgow City, Inverclyde, North Lanarkshire, Renfrewshire, South Lanarkshire and West Dunbartonshire.

Please refer to the accompanying Guidance Notes when completing this form.

NOTE: You can submit this form on-line through the [eBuilding Standards portal](#)

**1. Relevant Person (see below)**

Name			
Address			
Post code		Tel No	
Fax No		E-mail	

**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.

**2. Duly Authorised Agent (if any)**

Name			
Address			
Post code		Tel No	
Fax No		E-mail	

3. Owner (if different from applicant) (see note 1)			
Name			
Address			
Post code		Tel No	
Fax No		E-mail	

4. Details of building warrant	
Date of building warrant (and any amendments)	
Reference number of building warrant	Ref No:
Address of building to which the building warrant applies [Include post code if known]	
[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:
	Ref No:

7. Certificates	
Do any certificates from approved certifiers of construction accompany this submission If YES, see annex 1	Yes / No *
Did any certificates from approved certifiers of design accompany the building warrant application (see note 3)	Yes / No *

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	Ref No:
Building warrant enforcement notice	Ref No:
Defective buildings notice	Ref No:
Is the building subject to any Dangerous building notice (If YES, give the reference number)	Yes / No *
	Ref No:

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).	
<b>Signed</b> Relevant person/duly authorised agent on behalf of relevant person*	
<b>Dated</b>	

\*Delete as appropriate

## Address to which you should send this submission

Inverclyde Council  
Regeneration and Planning  
Building Standards  
Municipal Buildings  
Clyde Square  
Greenock  
PA15 1LY

01475 712426

[building\\_standards@inverclyde.gov.uk](mailto:building_standards@inverclyde.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. 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.

## 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.**

## 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 signed certificates to this completion certificate

Ref No:

Ref No:

Ref No:

**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.

### Scheme(s)

Please list reference numbers of certificates from approved certifiers of design or approved certifiers of construction

Ref No:

Ref No:

Ref No:

## DATA PROTECTION

Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purposes of the Building (Scotland) Act 2003 and related purposes, legislation and regulation.

Further information can be found at [www.inverclyde.gov.uk/privacy](http://www.inverclyde.gov.uk/privacy).