



# COMPLETION CERTIFICATE WHERE NO BUILDING WARRANT OBTAINED – SUBMISSION

Building (Scotland) Act 2003

## FOR OFFICIAL USE

Reference No:  
 Value of Works:  
 No. of Certifiers of Design:  
 Scale Fee/Discount:  
 Fee Paid:  
 Date Paid:  
 Application dated:  
 Receipt No:  
 Decision:  
 Date:

**Submission under section 17(4) of a completion certificate where no building warrant was obtained for work which required a building warrant**

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. Location of building	
Address of building to which this completion certificate applies – [Include post code if known]	

5. Use of building	
Please state current use	
[If different from use before work] Please state original use	
[If there is a change] Is the change a conversion in terms of the regulations? (see Annex 1)	Yes / No *
[If YES] Please state which description of conversion applies	

6. Description of work	
Please give brief description of work and state whether it is to construct (erect, extend, or alter) and/or convert; provide services, fittings or equipment; or demolish	

7. Security matters	
Do you consider any part of your proposals should not be open to public inspection on the building standards register? (if YES, the verifier will decide with you the extent of the restrictions – see note 2)	Yes / No *

8. Limited-life building	
If the intended life of the building is to be five years or less from the date of completion, please state	years

9. Planning – listed buildings	
If this submission concerns buildings listed as being of special architectural or historic interest or in a conservation area please state category (If in doubt, the planning authority can advise)	
Does the building have any other historical importance? (eg association with significant historical person or event)	

10. Relaxation Directions	
Has any relaxation of the provisions of the building regulations been given by the Scottish Ministers?	Yes / No *
If YES, give date(s) and reference number(s).	Date(s):
	Ref No(s):

<b>11. Notices</b>	
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:
<b>12. Estimated value of works</b>	
£	
(Please note the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs)	
<b>13. Certificates</b>	
Do any certificates from approved certifiers of design or construction accompany this submission (If YES, see annex 2)	Yes / No *
<b>14. Declaration</b>	
<p>I/We* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (see note 3). This completion certificate is confirmation that the work was carried out and/or conversion* made in accordance with the building regulations.</p> <p>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</p> <p>[and when the provisions of building regulations apply]</p> <p>I enclose a copy of the energy performance certificate(s) for the buildings</p> <p>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.</p> <p>I enclose a fire safety design summary submitted in accordance with regulation 41 (bd) of the Building (Procedure) (Scotland) Regulations 2004.</p> <p>This completion certificate imposes the following continuing requirements, made under section 22 of the Act.</p>	
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. The procedure regulations provide for matters which would raise security concerns to be excluded from disclosure, or from copying. Details of residential buildings generally will be available only to interested parties, defined as the owner, occupier, tenant or prospective tenant.
3. A submission for work which should have had a building warrant must be accompanied by the plans, specifications and other information that would have accompanied an application for a building warrant. A fee, equal to that for a late submission of an application for building warrant, is also required. Note that the building regulations which apply are those in force at the time of submission of this certificate.

**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 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 submits a completion certificate containing a statement which is false or misleading in a material particular the person will be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.**

## ANNEX 1 – CONVERSION

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the building regulations apply.

### Change in the occupation or use of

1. A building to create a dwelling or dwellings or a part thereof.
2. A building ancillary to a dwelling to increase the area of human occupation.
3. A building which alters the number of dwellings in a building.
4. A domestic building to any other type of building.
5. A residential building to any other type of building.
6. A residential building which involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase the number of people occupying, or expected to occupy, the building.
7. A building so that it becomes a residential building.
8. An exempt building (in terms of schedule 1) to a building which is not so exempt.
9. A building to allow access by the public where previously there was none.
10. A building to accommodate parts in different occupation where previously it was not so occupied.

## ANNEX 2 - 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.

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.

## 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).