

## GUIDANCE NOTE

### SUBMISSION OF A COMPLETION CERTIFICATE

This short guidance note is intended to assist you in completing Form 5 – Submission of a Completion Certificate. It also gives details on the documents required to allow us to make “reasonable enquiry” to ascertain whether all work, the subject of the Building Warrant, has been completed.

#### What is a Completion Certificate?

A Completion Certificate is a formal document that should be submitted by you to a verifier, i.e. the local Building Standards Authority, to certify that work carried out under a Building Warrant is complete. By submitting a Completion Certificate you are certifying that the work is complete and in accordance with the Building Warrant and Building Regulations. **Please note it is an offence to submit a Completion Certificate that is known to be false.**

#### Why is a Certificate Required?

The Building (Scotland) Act requires that all building work, the subject of a Building Warrant, should have a Completion Certificate issued by the **relevant person** and submitted to us as the appropriate verifier.

It is an offence to occupy a new building, a building that has been converted or an extension, unless the relevant Completion Certificate has been accepted by us. In situations where work is not complete you may obtain permission for temporary occupation or use, subject to certain conditions, using Form E (Application for Temporary Occupation or Use).

#### How to Submit a Completion Certificate

You should complete the appropriate form and send it, together with other relevant documents, to this office. This form will normally be included in the documents issued with the Building Warrant. If further copies are required they may be obtained from the Council's website at [www.angus.gov.uk/buildingcontrol](http://www.angus.gov.uk/buildingcontrol).

Form 5 (Completion Certificate Submission) must be completed, where appropriate, in its entirety.

If the person who submits the Completion Certificate is not the owner the name of the owner of the building must also be included in the relevant section of the form. This allows us to inform the owner if a Certificate is accepted or rejected. This also means that where the person who carried out the work, such as a tenant, fails to submit the Completion Certificate, then the owner will be required to resolve the matter.

#### Who is the Relevant Person?

The person who submits the Completion Certificate should normally be the person on who's behalf the work has been carried out. For the purposes of these regulations the person who should submit the Certificate is termed the **relevant person**.

Your agent can submit the form on your behalf but the agent cannot be a relevant person. The responsibility for compliance always rests with the **relevant person**.

The **relevant person** is:-

- the owner, tenant or developer doing the work or conversion themselves; or
- the owner, tenant or developer who has employed a builder to do work for them; or
- the owner, where the tenant or developer has not submitted the Certificate when they should have done so.

#### Additional Documentation Required

In addition to Form 5 (Completion Certificate Submission) other additional documentation may be required.

#### Electrical Certification

A verifier must make reasonable enquiry and subsequently be satisfied that electrical works have been designed, installed, inspected and tested in accordance with BS7671 : 2001 (Requirements for Electrical Installations) to ensure compliance with the Building Standards (Scotland) Regulations 2004.

If electrical works have been carried out as part of the works you should also provide the following:-

1. a Certificate of Construction\*; or
2. a relevant BS 7671 Certificate, together with inspection and test results, completed and signed by a competent person\*\*; or
3. if the electrical works are of a very minor nature, the submission of Form 5 (Completion Certificate Submission) on its own may be sufficient. Please check with us before having the work carried out. The relevant Certificates are considered to be an Electrical Installation Certificate, Minor Electrical Certificate or Periodic Inspection Report.

\* A Certificate of Construction is a certificate issued by an Approved Certifier of Construction. A register of approved certifiers can be found on the Scottish Building Standards Agency website [www.sbsa.gov.uk](http://www.sbsa.gov.uk). You may obtain a refund if you notify us of your intention to use an approved certifier of construction on the prescribed form prior to the works being carried out.

\*\* A competent person is deemed to be an installer having current membership of a UKAS accredited registration scheme operated by NICEIC or SELECT or an equivalent body.

For further information on the certification of electrical installations not installed by a Certifier of Construction please visit [www.angus.gov.uk/buildingcontrol](http://www.angus.gov.uk/buildingcontrol) or [www.sbsa.gov.uk](http://www.sbsa.gov.uk)

### Form Q

If the structural design of the building was carried out by a Certifier of Design and the Certifier issued a Certificate with design of certain elements to be carried out at a later date, Form Q should be submitted by the Certifier of Design with Form 5 (Completion Certificate Submission).

### Proprietary Roof Trusses

If the structural design of the building has not been carried out by a Certifier of Design and proprietary roof trusses have been used, a Structural Design Certificate will be required for the roof trusses.

### Energy Performance Certificate

If the Building Warrant relates to a new house and the warrant was applied for after 1 May 2007 an Energy Performance Certificate will be required for the house as built.

### **Other Documentation**

If the building, the subject of the Building Warrant, has a lift, a sprinkler system, boiler, unvented hot water system or intumescent coatings of any sort, relevant paperwork from the installer, manufacturer, will be required. Please consult with us before submitting Form 5 (Completion Certificate Submission).

For details of all the guidance notes and forms noted in this note please visit [www.angus.gov.uk/buildingcontrol](http://www.angus.gov.uk/buildingcontrol) or [www.sbsa.gov.uk](http://www.sbsa.gov.uk).

For more detailed guidance please refer to the website of the Scottish Building Standards Agency [www.sbsa.gov.uk](http://www.sbsa.gov.uk) and refer to the Procedural Handbook.

### **What Happens Next?**

Once a Certificate of Completion is submitted we have to make "reasonable enquiry" before either accepting or rejecting the Certificate and this should be within 14 days of receiving the Certificate. We will visit the site and consult with appropriate consultees to ascertain whether we can accept the Completion Certificate. If on visiting the site we note that the building has not been completed in accordance with the Building Regulations and approved drawings we will inform you of this and give you additional time to rectify matters rather than rejecting your Completion Certificate.

On visiting the building we will most likely require various tests to be carried out such as final drain test, smoke alarm test etc.

### **Acceptance of Completion Certificate**

Having made "reasonable enquiry" and found the building to have been completed in accordance with the Building Regulations and approved drawings we will issue an Acceptance of Completion Certificate. **This is a legal document and you should store it in a safe place.**