

COMPLETION CERTIFICATE SUBMISSION

FORM 5



Building (Scotland) Act 2003

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

Relevant Person		
	Name:	
	Address:	
	Postcode: Tel No:	
	Fax No:	
	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.

Duly Authorised Agent	Agent (If Any)		
	Name: Address:		
	Postcode: Fax No:	Tel No: Email:	
Owner (See Note 1)			
	Postcode: Fax No:	Tel No:	
		Please complete this form using BLOCK CAPITALS	

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):			
	(If different) Address of building to which this submission applies – (Include postcode if known) (see note 3)			
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: YES / NO			
	Is this the last submission related to the above building warrant? YES / NO			
Relaxation Directions				
	Was any relaxation of the provisions of the building regulations given? YES / NO If YES, give date(s) and reference number(s):			
Certificates				
	Do any certificates from approved certifiers of construction accompany this submission? YES / NO			
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 YES / NO Reference Number			
	Building warrant enforcement notice YES / NO Reference Number			
	Defective buildings notice YES / NO Reference Number			
	Is the building subject to any dangerous building notice? YES / NO Reference Number			
	If YES please give reference number			
	Date work was completed			

Declaration

cianad.

I/We* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information.

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 where this submission is for a dwelling -)

l enclose an energy rating for the dwelling(s) as specified in the building warrant calculated in accordance with the Government Standard Assessment Procedure.

I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of and section 7 of schedule 5 to the Building (Scotland) Regulations 2004.

If a Non-Domestic Building, I enclose a fire safety design summary submitted in accordance with regulation 41(bd) of the Building (Procedure) (Scotland) Regulations 2004. (and if there are any continuing requirements on 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.

I confirm that the information that I have provided is correct to the best of my knowledge and authorise Angus Council to use my information for the above purposes.

(Relevant person/duly authorised agent on behalf of relevant person)	
(Relevant person/duly autionsed agent on benan of relevant person)	

_ Dated: .

Address to which you should send this submission

Any enquiries about this application should be addressed to

Planning Place Directorate Angus Council Angus House Orchardbank Business Park Forfar DD8 1AN

If you have any queries about your application please contact us on 03452 777778 or email planning@angus.gov.uk.

This form can be submitted online via the E-Building Standards Portal at https://www.ebuildingstandards.scot/eBuildingStandardsClient/

Data Protection

You can view our Privacy notice online at:

www.angus.gov.uk/council_and_democracy/council_information/info rmation_governance/council_and_services_privacy_5

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** 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.
- **3** 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.

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, the person is guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

Contact our ACCESSLine on 03452 777778 if you want this leaflet translated into Chinese, Urdu, Hindi, Punjabi or Gaelic, or in large print, audio or braille.

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 original signed certificates to this completion certificate:

Important Note. The certificates must be original documents, signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.