

Building (Scotland) Act 2003
Submission under Section 17(1) and (7) of a completion certificate

Relevant Person

Name: _____
Address: _____

Postcode: _____ Tel No: _____
Fax No: _____ Email: _____

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 (If Any)

Name: _____
Address: _____

Postcode: _____ Tel No: _____
Fax No: _____ Email: _____

Owner (See Note 1)

Name: _____
Address: _____

Postcode: _____ Tel No: _____
Fax No: _____ Email: _____

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:

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

If YES, see annex 1

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

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 -)

I 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.

Signed: _____ Dated: _____
(Relevant person/duly authorised agent on behalf of relevant person)

