



# COMPLETION CERTIFICATE WHERE NO WARRANT WAS OBTAINED - SUBMISSION

BUILDING (SCOTLAND) ACT 2003  
Submission under Section 17(4) of a Completion Certificate where no  
Building Warrant was obtained for work which required a Warrant

## Complete and send to

Comhairle nan Eilean Siar,  
Communities Department  
Council Offices, Sandwick Road, Stornoway HS1 2BW\*  
Council Offices, Balivanich, Benbecula, HS7 5LA\*

## Relevant Person (See below)

Name: .....

Address: .....

..... Tel. No: .....

..... Mobile No: .....

Post Code: ..... E-mail: .....

## Relevant person

The completion certificate must be submitted by the relevant person as defined by the Building (Scotland) Act 2003, that is –

- 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
- Where the work was carried out, or the conversion made, by a person on behalf of another person, that other person
- 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.

## Agent

Name: .....

Address: .....

..... Tel. No: .....

..... Mobile No: .....

Post Code: ..... E-mail: .....

## Owner (if different from applicant)(see note 1)

Name: .....

Address: .....

..... Tel. No: .....

..... Mobile No: .....

Post Code: ..... E-mail: .....

**Location of building**

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

.....

**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 -

.....

**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 -

.....

**Security matters**

Do you consider any part of your proposals should not be open to public inspection on the building standards register? YES/NO\*

(If YES, the verifier will decide with you the extent of the restrictions – see note 3.)

**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.

(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated life.)

**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? (e.g. association with significant historical person or event)

.....

**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) -

.....

**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	Ref No. ....
Building Warrant enforcement notice	Yes/No	Ref No. ....
Defective Buildings notice	Yes/No	Ref No. ....
Dangerous Building Notice	Yes/No	Ref No: .....

**Estimated value of works** £.....

(Please note the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs).

**Certificates**

Do any certificates from approved certifiers of design or construction accompany this submission?

YES/NO\*

If YES, see annex 2

**Declaration**

I/We\* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (see note 4). This completion certificate is confirmation that the work was carried out and/or conversion\* made in accordance with the building regulations and the drawings, specifications and other information accompanying this submission.

This completion certificate also confirms that in the case of building work, 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 submission calculated in accordance with the Government Standard Assessment Procedure.

This completion certificate also confirms acceptance of any continuing requirements, made under section 22 of the Act, that may be imposed by acceptance of this certificate by the verifier.

**Signed** - ..... **Dated** - .....  
relevant person

\*Delete as appropriate

**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 warrant must be accompanied by the plans, specifications and other information that would have accompanied an application for warrant. A fee, equal to that for a late submission of application for warrant is also required. Note that the regulations, which apply, are those in force at the date 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. 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 the person may 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.