



APPLICATION FOR CERTIFICATE OF COMPLETION

Building (Scotland) Act 1959, Section 9

1. APPLICANT

Name _____

Address _____

Post Code _____

Tel No _____

2. AGENT (if any)

Name _____

Address _____

Post Code _____

Tel No _____

3. A certificate of completion is sought for the erection / alteration / extension * of the building or buildings at

4. DATE OF BUILDING WARRANT AND ANY AMENDMENTS

A building warrant was granted on _____

Reference number of warrant _____

5. DATE WORKS COMPLETED

The works were completed on _____

6. RELAXATION DIRECTIONS

Was a relaxation of the provisions of the building standards regulations given? YES / NO *

If so, give date and reference number. _____

7. DECLARATION

I / We * confirm that the operations at the above address have now been completed in accordance with the Building Standards Regulations (as relaxed by the Secretary of State/Local Authority * on (date) *. The operations were carried out as laid down in the building warrant mentioned above and conform with any necessary plans (including drawings, specifications and other particulars) endorsed in connection with the warrant. (I / We * also enclose a certificate showing that the electrical installation complies with the terms of the warrant) * (I / We * also (a) confirm that the energy rating for the dwelling remains the same as that submitted with the building warrant application or (b) enclose a corrected energy rating calculation for the completed dwelling).

Signature of applicant / agent * _____

Date _____

* Delete as appropriate

NOTES

1. The Local Authority must either grant a certificate of completion or notify the applicant of their refusal to do so within 14 days of the date of receipt of the application for a certificate of completion.
2. If the Local Authority refuse to grant a certificate of completion the applicant has the right to appeal to the sheriff.