



Late Submission of Certificate of Completion Information Note

1. What is a Late Certificate of Completion?

Since 1st May 2005, a facility has existed to property owners to obtain a Late Certificate of Completion. A Late Certificate allows property owners to demonstrate to prospective purchasers that the building complies with the expanded functional standards. Allowing lenders to release funds with confidence that the verifier (Aberdeenshire Council), will take no further action in relation to the property alterations, conversion or new build.

All Late Certificates of Completion will be recorded in the Building Standards Register, which is within the public domain.

2. Why Might I Need a Late Certificate of Completion?

Late Certificates of Completion are required when works which should have obtained Building Warrant approval are discovered after all works have been completed.

It is an offence to carry out work requiring Building Warrant without the appropriate consent, however Scottish Ministers have provided within the Building (Scotland) Act 2003 provisions to regularise such breaches.

3. How Do I Apply?

You can apply for a Late Certificate of Completion at any of our 11 offices on Form 6. You will require to submit drawings showing all the works and must include detailed construction information to enable a Building Standards Surveyor to appraise the submission fully.

4. How Much Does It Cost?

The fee is relative to the cost of the works. The fee is charged at 125% for Late Certificates of Completion. This additional fee is to allow for the additional work in inspecting a completed building. Some elements of construction may require to be exposed in order to satisfy the verifier that the works do in fact comply with the expanded functional standards.

5. How Long Will It Take?

Aberdeenshire Council, as the verifier, will endeavour to process these requests as quickly as possible. However, we are required to give a response within 3 months of its' receipt.

6. What Standards Do The Works Have To Achieve?

The works on site must meet the standards in force on the date of the application for Late Certificate of Completion. Any works carried out several years before are therefore unlikely to satisfy this, and may be refused a Late Certificate of Completion.

***This note is for information only, for further information contact your local
Building Standards Surveyor***