

inspection may be undertaken should notification on the appropriate form be submitted at the relevant stage of the works.

3.2.2 The Building Standards Surveyor may require to witness a test of any new drainage system prior to the issue of a Completion Certificate if applicable.

3.2.3 The responsibility of undertaking the test lies with the applicant/property owner.

4.0 Completion

4.0.1 Aberdeenshire Council will so far as is reasonable to do so under the terms of the Building (Scotland) Act 2003 ascertain compliance with the Building Warrant and associated Building (Scotland) Regulations 2004 As Amended.

The applicant is responsible for making the submission and is accountable for the standard declaration confirming compliance with the approved building warrant and associated regulations.

Should an applicant make a declaration which is false or misleading then he/she may be guilty of an offence under the Act and upon summary conviction a fine may be levied.

Further guidance and advice can be obtained from our Building Standards Surveyors. Their locations and contact details are listed on the back of this leaflet. In addition, forms and further useful information can be obtained from our website.

[www.aberdeenshire.gov.uk/
planning/buildingstandards/index](http://www.aberdeenshire.gov.uk/planning/buildingstandards/index)

Building Standards Offices

Aboyne: Bellwood Road, Aboyne, AB34 5HQ

☎ 013398 87373

Alford: School Road, Alford, AB33 8TY

☎ 019755 64806

Banchory: The Square, High St, Banchory, AB31 5RW

☎ 01330 822878

Banff: Town House, Low Street, Banff, AB45 1AY

☎ 01261 813200

Ellon: 45 Bridge Street, Ellon, AB41 9AA

☎ 01358 726437

Fraserburgh: 51 Mid Street, Fraserburgh, AB43 9EP

☎ 01346 514866

Huntly: 25 Gordon Street, Huntly, AB54 8EQ

☎ 01466 794121

Inverurie: Gordon House, Blackhall Road, Inverurie

AB51 3WA ☎ 01467 620981

Peterhead: Arbuthnot House, Broad Street, Peterhead

AB42 1DA ☎ 01779 477363

Stonehaven: Viewmount, Arduthie Road, Stonehaven

AB39 2DQ ☎ 01569 768300

Turriff: Municipal Buildings, High Street

Turriff, AB53 4EN ☎ 01888 563417



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Aberdeenshire Council Building Standards

Property Inspection for Completion Certificate Submissions

GUIDANCE NOTES FOR
AGENTS & APPLICANTS

For Building Warrants Submitted after 1st May 2005



Aberdeenshire
COUNCIL 

1.0 Introduction

1.0.1 Where operations requiring Building Warrant Approval have been submitted and approved, responsibility for undertaking the building operations falls to the property owner/applicant. Once the owner/applicant is satisfied that the operations have been completed in accordance with the approval they should submit a Completion Certificate submission (Form 5).

When a Completion Certificate is submitted to Aberdeenshire Council there is a statutory duty to inspect or make arrangements to inspect the works within 14 working days of the receipt of the submission.

1.0.2 It should be noted that the person(s) submitting a Completion Certificate sign a declaration on the submission form that the works have been carried out in accordance with the building warrant and the building as constructed complies with the building regulations. Therefore the persons(s) signing the submission are certifying that all works have been carried out in accordance with the Building Warrant. The inspection carried out by the Building Standards Surveyor is to ascertain through reasonable enquiring that the works appear to comply with the relevant Building Warrant and Building Regulations thus disposing of Aberdeenshire Council's interest in the warrant.

1.0.3 Building Standards do not provide a clerk of works service and no warranty is given regarding the quality of workmanship. Applicants are strongly advised to engage their own professional advisers at all stages of construction.

1.0.4 Aberdeenshire Council's inspections for the acceptance of a Completion Certificate are carried out in accordance with the following terms and conditions.

2.0 The Inspection

2.0.1 The Building Standards Surveyor will undertake a visual inspection of so much of the exterior and interior of the property/works as is reasonably accessible whilst considering safety and without undue difficulty.

2.0.2 The Building Standards Surveyor will be under no obligation to raise floorboards or to inspect those areas of the property that are concealed, unexposed, or are not readily accessible with safety and without undue difficulty. Therefore, furniture, floor coverings, fixtures and fittings will not be moved, but the inspection will include, subject to reasonable accessibility with safety and without undue difficulty, the roof space and sub floor area without moving insulation material as appropriate.

2.0.3 It is not possible to advise on the detailed condition of flues or the presence of flue liners, and no warranty is given that any flues/chimneys installed are suitable for purpose.

2.0.4 The outer surfaces of roofs will be inspected from ground level or from any other accessible vantage point to which the Surveyor is entitled to gain access unless suitable access is provided.

2.0.5 No disruptive works will be carried out by Aberdeenshire Council however the Building Standards Surveyor may require the contractor

to expose areas if there is reasonable grounds to assume that compliance with the technical standards has not been achieved or if works have commenced/completed prior to the issue of a Building Warrant.

3.0 Services

3.0.1 The Building Standards Surveyor will not test or advise upon the condition of services installations. Where compliance testing or advice in relation to services installations is required, specialist advice should be sought.

3.1.0 Electrical Installations

3.1.1 Where electrical works have been carried out as part of the works you may either submit a certificate from an Approved Certifier of Construction or alternatively, a certificate as detailed in BS 7671-2001 as amended conforming to the IEE wiring regulations. Before a Completion Certificate submission can be accepted by the Verifier either one of these certificates must be submitted.

3.1.2 No testing of the Electrical Installation will be carried out by Aberdeenshire Council.

3.1.3 If a person produces a certificate which is false or misleading he/she may be guilty of an offence under the Building (Scotland) Act and liable on summary conviction to a fine.

3.2.0 Drainage

3.2.1 Aberdeenshire Council have no obligation to inspect above/below ground drainage however an