



BSP4: Completion Certificate process where no Building Warrant previously submitted.

Summary:

This four stage process outlines the procedures adopted to cater for unauthorised works which have been completed without benefit of Building Warrant approval as detailed in the BSP7 Unauthorised and Exempt Works Advice Note.

Stage 1 Application Details

- BSA5 Form duly completed and signed by relevant person
- Fee payable based on estimated costs plus 25% as detailed in the Fee (Scotland) Regulations 2004 and fee guidance.
- Two sets of Architectural drawings are required detailing the unauthorised works which are designed to the Regulations in force at the time of submitting the application and **NOT** when the works were carried out.

Stage 2 Building Standards Process

- Application procedural check carried out to verify if application is valid.
- Where application is not valid, the Applicant and where applicable the Agent is notified of the outstanding issues required to be resolved prior to the application being registered.
- Where application is valid the application is processed against the Building (Scotland) Regulations 2004.
- Once the application has been assessed the site shall be inspected to verify whether the completed works comply with the Building (Scotland) Regulations 2004

Stage 3 Rejection of Completion Certificate

- Where after the plan assessment and/or the site survey it is established that the works detailed in the application fail to comply with the Building (Scotland) Regulations 2004 the application will be **REJECTED**.
- The Applicant/Agent (and owner if different from the Applicant) will be notified of the detailed area(s) either on the Architectural plans or on site why the Completion Certificate is rejected.

OR

Stage 4 Acceptance of Completion Certificate

- Following both the assessment of the works detailed on the architectural plans and the site inspection the works comply with the Building (Scotland) Regulations 2004, a Completion Certificate is **ACCEPTED**.
- The Applicant and where applicable the Agent and owner (if different from the applicant) will be issued with an Accepted Completion Certificate.