

Form 6

BUILDING (SCOTLAND) ACT 2003

Please note it is faster and simpler to submit a Completion Certificate where no Building Warrant Obtained Submission electronically via <http://www.ebuildingstandards.scot>



COMPLETION CERTIFICATE WHERE NO BUILDING WARRANT HAD BEEN OBTAINED

Application under section 17(4) for a completion certificate where no building warrant was obtained for work which required a building warrant.

All parts of the application form **MUST** be completed as required.

1. Relevant Person

Name

Property Nos/Name

Street Name

Town

Postcode

Tel No (Home)

Mobile No

e-mail

Relevant Person

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

(a) 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.

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

(c) 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.

2. Duly Authorised Agent (If Any)

3. Owner (See Note 1)

Name	Name
Property No	Property No
Street Name	Street Name
Town	Town
Postcode	Postcode
Tel No	Tel No
Mobile No	Mobile No
e-mail	e-mail

Please note an email address should be provided

4. Location of Building

Property Nos/Name

Street Name

Town

Post Code

5. Use of Building

Please state current use
(see annex 1)

Please state original use (if different from use before work)

Is the change a conversion in terms of the regulations? – (see annex 2) 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 –

6. Security Matters

Do you consider any part of your proposals should not be open to public inspection on the building standards register?

(If YES, the verifier will decide with you the extent of the restrictions – see note 2.) YES NO

Specify reason

7. Limited Life Building

YES NO

If the intended life of the building is to be five years or less from the date of completion, please state years.

8. Planning : Listed Buildings

YES NO

If the application 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)

Please state if the building has any other historical importance (e.g. association with significant historical person or event)

A B C

9. Relaxation Direction

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)

10. Notices

Indicate if this application is as the result of any of the following notices and if so please state reference number and date.

Building regulation compliance notice date
Building warrant enforcement notice date
Defective building notice date

Is the building subject to a Dangerous Building Notice YES NO

If YES, state reference number date

11. Estimated Value of Works

£.....

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

12. Certificates

Do any certificates from approved certifiers of design accompany this application? (If YES see annex 3) YES NO

13. Privacy Notice

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

14. Declaration

I/We* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (see note 3). This completion certificate is confirmation that the work was carried out and/or conversion* made in accordance with the building regulations.

This completion certificate also confirms that in the case work for the construction of a building, 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 imposes the following continuing requirements, made under section 22 of the Act, Continuing requirements

I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of and section 7 of Schedule 5 to the Building (Scotland) Regulations 2004.

I enclose a fire safety design summary submitted in accordance with regulation 41(bd) of the Building (Procedure) (Scotland) Regulations 2004.

Signature of [applicant/duly authorised agent*]

Date

*Delete as appropriate

15. Contact Address

Address to which you should send applications :

**Building Standards Service
Planning and Economic Development
East Ayrshire Council
The Opera House
8 John Finnie Street
Kilmarnock, KA1 1DD
Tel : 01563 576790
e-mail: BuildingStandards@east-ayrshire.gov.uk**

WARNING

A building warrant does not exempt you from obtaining other types of permission that may be necessary, such as planning permission or listed building consent. Consult Planning Service if in doubt.

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 inspection, or from copying unless the owner has given consent in writing. 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 building warrant must be accompanied by the plans, specifications and other information that would have accompanied an application for a building warrant. Where the works are complete, the regulations which apply are those at the date of this application, and the fee to be paid will be 300% of the fee in the tables of fees. Disruptive surveys may be needed to establish what has been constructed.
4. To align with the Councils Transformation Strategy the Planning and Building Standards Service will deliver a fully electronic Service from the 3rd June 2019. The transformation of the Service to a fully digital platform will have an impact on all Service users as applications submitted in paper format will be subject to an additional administration charge. These charges are in addition to the statutory Building Warrant application fee submissions are as follows:-

Application value up to £50,000:	£25
Application value between £50,001 and £1,000,000	£50
Application value above £1,000,001	£100

There will be no additional admin charge for those Building Warrant, Amendment to Building Warrant and Completion Certificate applications submitted online.

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 except where this for the purpose of construction or conversion of the building. 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 will be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

Annex 1

Building Standards Uses:-

The uses noted below have been extracted from the Building Standards (Scotland) Regulations 2004 and should be added to the application where the building is new or being extended:-

- **Brownfield Site**
- **Greenfield Site**
- **Domestic Flats and/or Maisonettes**
- **Domestic Dwellinghouses**
- **Assembly**
- **Entertainment Building**
- **Hospital**
- **Office**
- **Open sided Car Park**
- **Residential Building (Other than a Residential Care Building and Hospital)**
- **Residential Care Building**
- **Shop**
- **Storage Building (Class 1)**
- **Storage Building (Class 2)**
- **Factory (Class 1)**
- **Factory (Class 2)**

Annex 2

CONVERSION

Any change in the occupation or use of a building which falls into one of the following description 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 involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increases 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 3

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.

If you require this information in an alternative format; for example, large print, (or audio) please contact the Building Standards Section at the following address. This application form is also available from the Planning and Building Standards On-line link on the Council's web site www.east-ayrshire.gov.uk should you wish to utilise specialist software.