

**BUILDING (SCOTLAND) ACT 1959, section 9**

**Application for Certificate of Completion**

**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

(address) .....

.....

.....

**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]\*

Signature of applicant / agent\* .....

Date .....

\* Delete as appropriate.

ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION	
BUILDING CONTROL SECTION	COUNCIL ENQUIRY POINT
FALKIRK	Name BUILDING CONTROL ENQUIRIES .....
.....Council	Tel: 01324 504950
ABBOTSFORD HOUSE, DAVID'S LOAN	Ext: .....
.....	
FALKIRK	
.....	
..... Post Code FK2 7YZ	
.....	

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.