

**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 of 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

[and if there are any continuing requirements in the building warrant -]

This completion certificate confirms acceptance of the continuing requirements as stated below, made under section 22 of the Act, Continuing requirements

.....  
.....  
.....

**Signed:** relevant person/duly authorised agent on behalf of relevant person\*

..... **Dated** .....

\*Delete as appropriate

**15. Address to which you should send this application**

**Development Services  
(Building Standards)  
Falkirk Council  
Abbotsford House  
David's Loan  
Falkirk  
FK2 7YZ**

**COUNCIL ENQUIRY POINT  
  
Building Standards Enquiries  
  
Tel.: 01324 504950**

**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 is done solely for the purposes of the 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 or recklessly submits a completion certificate containing a statement which is false or misleading in a material particular the person is guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.**

**COMPLETION CERTIFICATE WHERE NO BUILDING WARRANT OBTAINED  
Building (Scotland ) Act 2003  
Submission under section 17(4) of a completion certificate where no building warrant was obtained for work which required a building warrant**

**1. Relevant person** (see below)

Name .....

Address .....

Post code .....

Tel. No. .... Fax. No .....

E-mail (where available) .....

**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** (if different from relevant person) (see note 1)

Name: ..... Name: .....

Address: ..... Address: .....

.....

Post code: ..... Post code: .....

Tel. No: ..... Tel. No: .....

Fax: ..... Fax: .....

e-mail: ..... e-mail: .....

**4. Location of building**

Address of building to which this completion certificate applies [include post code if known]

.....  
.....  
.....

**5. Use of building**

Please state current use:-

.....

[If different from use before work] Please state original use:-

.....

[If there is a change] Is the change a conversion in terms of the regulations? (see annex 1)

YES/NO\* Delete as appropriate

[If YES] Please state which description of conversion applies:-

.....

.....

**6. 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:

.....

.....

.....

**7. Security matters**

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

YES/NO\*

\*Delete as appropriate

(If YES, the verifier will decide with you the extent of the restrictions - see note 2)

**8. Limited-life building**

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

..... Years .....Months

**9. Planning - listed buildings**

If this submission 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)

Does the building have any other historical importance? (e.g. association with significant historical person or event):

.....

.....

**10. Relaxation directions**

Has any relaxation of the provisions of the building regulations been given by the Scottish Ministers?

YES/NO\*

\*Delete as appropriate

If YES, give date(s) and reference number(s)

.....

.....

**11. Notices**

Please indicate if this submission is as a result of any of the following notices, and if so give the reference number:-

Building regulations compliance notice .....

Building warrant enforcement notice .....

Defective buildings notice .....

Is the building subject to any dangerous building notice .....

YES/NO\*

\*Delete as appropriate

(If YES, give the reference number) .....

**12. Estimated value of works**

£.....

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

**13. Certificates**

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

..... Years .....Months