

**ANNEX 1**

**CONVERSION**

Any change in the occupation or use of a building which falls into one of the following descriptions 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 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 involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase 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 exempt
8. a building to allow access by the public where previously there was none
9. a building to accommodate parts in different occupation where previously it was not so occupied.

**ANNEX 2**

**CERTIFICATES FROM APPROVED CERTIFIERS**

Please list reference numbers of any certificates from approved certifiers of construction which relate to this submission, and attach the original signed certificates to this completion certificate:-

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.....  
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**Important Note.** The certificates must be original documents, signed by certifiers fully approved to issue certificates for the matters certified on the date the certificate was signed.

**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, 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. A fee, equal to that for a late submission of an application for building warrant, is also required. Note that the building regulations which apply are those in force at the time of submission of this certificate.