



West Lothian
Council

**Building Standards Section
COMPLETION CERTIFICATE
- SUBMISSION WITH BUILDING WARRANT
Building (Scotland) Act 2003, Section 17(1)**

Details of Building Warrant

Reference number of warrant

Date of warrant

Date of amendment(s) /

Date work was completed

Dated

Address Of Property

Building Number / Name

Street / Road Name (Number - If
no name)

Village / Town

Post Code

PLOT

Declaration

A PERSON must sign this form. If you are acting as a duly appointed agent sign your name then ON BEHALF OF the company name.) FAILURE to do this will result in the form being returned.

- I/We** (delete) submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (including drawings, and specifications).
- This completion certificate is confirmation that the work was carried out and/or conversion* (delete if not applicable) made in accordance with the building warrant and conform with the drawings, specifications and other information endorsed in connection with the warrant.
- This completion certificate also confirms that in the case of building work, 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 if the warrant includes a requirement for an energy rating - I enclose an energy rating for the dwelling(s) as specified in the warrant calculated in accordance with the Government Standard Assessment Procedure.]* (delete if not applicable)
- [and if there are any continuing requirements on the warrant - This completion certificate confirms acceptance of the continuing requirements, made under section 22 of the Act, imposed by the warrant. -]* (delete if not applicable)

Signed : ***RELEVANT PERSON / DULY APPOINTED AGENT ***
(delete as appropriate)

Print Name: **Dated:**

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. Note that temporary permission may be obtainable from a verifier, and note that the restriction on occupation or use does not apply to alterations.

FOR OFFICE USE ONLY

Received Date

Date Entered In System

<p>Name and Address of <u>Relevant Person</u> (see guidance below)</p> <p>Relevant Person Name</p> <p>Building Number / Building Name</p> <p>Street / Road Name (Number - If no name)</p> <p>Village / Town</p> <p>County</p> <p>Post Code</p> <p>Telephone and or Fax</p> <p>e-mail</p>	<p>See guidance notes for definition of relevant person</p>
<p>Name and Address of <u>Building Owner</u></p> <p>Owners Name</p> <p>Building Number / Building Name</p> <p>Street / Road Name (Number - If no name)</p> <p>Village / Town</p> <p>County</p> <p>Post Code</p> <p>Telephone and or Fax</p> <p>e-mail</p>	<p>This section must always be completed. We MUST inform the owner of the outcome of this submission.</p>
<p>Name and Address of duly appointed <u>Agent</u> for completion</p> <p>Name of person (within company)</p> <p>Name of company</p> <p>House Number / Building Name</p> <p>Street / Road Name / Road Number</p> <p>Village / Town</p> <p>County</p> <p>Post Code</p> <p>Telephone and or FAX</p> <p>e-mail</p>	<p>Only the original building warrant agent or new duly authorised agent where appointed by the applicant notified to Building Standards using the appropriate form)</p>

