West Lothian Council

Building Standards Section
NOTICE OF INTENTION TO USE AN APPROVED CERTIFIER OF CONSTRUCTION
Building (Procedure) (Scotland) Regulations 2004, Regulation 59(1)(f)

When a certificate from an approved certifier of construction accompanies the submission of a completion certificate the original applicant for the building warrant becomes entitled to a refund, PROVIDED the West Lothian is given notice, in writing using this form, of the intention to use a certifier before the work to be certified commences.

Work Started **Has/have* the part(s*) of construction detailed below commenced on site?**	Yes ☐ No ☐ **(Please tick)** **If NO,** be aware that we may inspect the property to confirm this. **If YES,** there is no entitlement to any refund of the warrant fee
Building Warrant **Start of Certified Work**	**Ref No……..** **Start Date……..**
Certifiers of Construction Please list reference numbers of any certifiers you intend to use.	**Name of certifier …….. (Print)** **Registration Number of Certifier ……..**
Approved Body Insert name of approved body	**Name of Approved Body …….. (Print)** **Registration Number of Body ……..**
Description of work Specify part(s) of construction which is/are to be certified	**Description of work** **……** **……** **……**

REFUND
Any person carrying out the work may submit this notice, but for the entitlement to a refund to arise when the completion certificate is submitted, this notice must be submitted by the original applicant, their agent, or the person that will be submitting the completion certificate for the work.

Notice : **I hereby give notice that I intend to use the above approved certifiers of construction.**	**Signed ……** **Name ……[PRINTED]** **Applicant / Agent / Other ……..** **Date ……..**

Please send your Notice to:
Building Standards, West Lothian Council, High Street, County Buildings, Linlithgow, EH49 7EZ
If you have any queries about the Completion Certificate Submission With Building Warrant or any of the procedures involved please contact the Building Standards staff

Staff can be contacted on: Voice: 01506 775222 Text Phone Users Only: 01506 651115
Fax: 01506 775255 e-mail: dbc@westlothian.gov.uk

FOR OFFICE USE ONLY

Application Number Including Sub Plot:		Date Entered In Computer	
Refund May be available	Yes ☐ No ☐	Checked by:	