



West Lothian
Council

BUILDING STANDARDS COMPLETION SUBMISSION FOR UNAUTHORISED WORK Information Note 02

'West Lothian Council is committed to providing the people of West Lothian with services which are reliable, courteous and effective'

On 1 May 2005 the Building Standards procedures changed for unauthorised works

Completion Submission Where Work Was Carried Out Without Necessary Building Warrant Approval (Unauthorised)

If you intend to do any alteration work to your property you are **STRONGLY** advised to consult with building standards first. Most types of alterations or extensions to property require a building warrant and it is a criminal offence to carry out these works, however small, without first gaining the necessary permission.

Failure to obtain the necessary warrants may result in the case being referred to the Procurator Fiscal for prosecution at the Sheriff Court.

The relevant person who signed the completion certificate is stating that the accompanying plans and the works on site comply with the building regulations.

If we receive a late completion certificate submission for any unauthorised work we will process the submission as follows:

- As these works were unauthorised please note that there is an automatic 25% surcharge on the application fee for these applications.
- We will first assess the submitted plans to confirm if they do show compliance with the building regulations using the building warrant application procedures (see the separate documents "Apply For Building Warrant Service Standard" and "IN01 Guidance Notes for building warrant " for these procedures)
- When satisfied that the submitted plans do show compliance as stated in the submitted completion certificate we will arrange to visit the premises to inspect the unauthorised works.
- **As the works were unauthorised it will be necessary that completed works are exposed at your expense so that an inspection can take place to confirm compliance.**
- We will carry out an inspection and if appropriate give you a list of items which need to be rectified to show compliance with the building regulations.
- When satisfied that the works show compliance on site with the building regulations we will issue you with an acceptance of your completion certificate.

**Building Standards
County Buildings
LINLITHGOW
WEST LOTHIAN
EH49 7EZ**

Office Opening Hours

Monday to Thursday 8.30am – 5.00 pm
Friday 8.30am – 4.00pm

Telephone 01506 775222

E-Mail: dbc@westlothian.gov.uk

WEB: <http://www.westlothian.gov.uk/1210/161/BuildingStandards>