



Shetland Islands Council  
Building Standards

Building (Scotland) Act 2003

**COMPLETION CERTIFICATE - SUBMISSION**

OFFICIAL USE ONLY

Ref No:.....

Deadline.....

Amended May 2011

Submission under section 17(1) and (7) of a completion certificate.

**1. RELEVANT PERSON** (see note 2)

Name .....  
Address ..... Tel No. ....  
..... Mobile: .....  
..... Fax No. ....  
..... E-mail .....  
Post Code .....

**2. DULY AUTHORISED AGENT** (if any)

Name .....  
Address ..... Tel No. ....  
..... Mobile: .....  
..... Fax No. ....  
..... E-mail .....  
Post Code .....

**3. OWNER** (see note 1)

Name .....  
Address ..... Tel No. ....  
..... Mobile: .....  
..... Fax No. ....  
..... E-mail .....  
Post Code .....

**4. DETAILS OF BUILDING WARRANT** (see note 3)

Reference number of building warrant – .....  
Date of building warrant - .....  
(and any amendments) - .....  
Address of building to which the building .....  
warrant applies – .....  
(include postcode if known) .....

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**5. DESCRIPTION OF BUILDING**

Does the submission cover all the work under the above building warrant? **YES / NO\***

If NO, please describe the work to which this submission applies –

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.....

Is this the last submission related to the above warrant? **YES / NO\***

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**6. DATE WORK WAS COMPLETED** .....

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**7. RELAXATION DIRECTIONS**

Was any relaxation of the provisions of the building regulations given? **YES / NO\***

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

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**8. CERTIFICATES (see note 5)**

Do any certificates from approved certifiers of construction (eg. electrical certificate) accompany this submission? **YES / NO\***

*If YES, please attach the original signed certificates to this completion certificate.*

Did any certificates from approved certifiers of design (eg. structural engineer) accompany the Building Warrant Application? **YES / NO\***

Where a certificate includes ‘*yet to be designed*’, the Notification of Finalisation of Design Details (model form Q) must be completed by the approved certifier and approved body then forwarded to this office.

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**9. NOTICES**

Please indicate if this submission is as a result of any of the following Notices, and if so give the ref. no –

Building Regulations Compliance Notice                      Ref No. .... **YES / NO\***

Building Warrant Enforcement Notice                      Ref No. .... **YES / NO\***

Defective Buildings Notice                      Ref No. .... **YES / NO\***

Is the building subject to any Dangerous Building Notice? **YES / NO\***

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

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## 10. DECLARATION

I/We\* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information.

This completion certificate is confirmation that the work was carried out and/or conversion\* made in accordance with the building warrant.

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 the provisions of building regulations apply – ]*

I enclose a copy of the energy performance certificate(s) for the building(s).

I enclose a copy of the statement of sustainability issued for the purposes of Regulation 9 of Section 7 of Schedule 5 to the Building (Scotland) Regulations 2004.

*[and where the certificate is submitted for work done in response to a notice where no warrant was required – ]*

This completion certificate is confirmation that the work done in response to a continuing requirement enforcement notice/a building regulations compliance notice (where no warrant was required)/a defective building notice (where no warrant was required)/a dangerous building notice\* has been completed in accordance with the requirements of the notice.

*[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, imposed by the warrant.

Continuing requirements (please list in full) .....

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### **Check List - Have you included the following with this submission?**

- Electrical installation test certificate**
- Air tightness test certificate**
- Sound transmission test certificate**
- Drainage & plumbing installation test certificate**
- Form Q – Notice of finalisation of design details (Structural Engineer)**
- Energy performance Certificate**
- Statement of Sustainability**

***The person who prepared the design/plans for you will be able to assist you in deciding what is relevant for your project.***

Signed – ..... Dated – .....  
*relevant person/duly authorised agent on behalf of relevant person\**

***\*Delete as appropriate***

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## 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 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.
3. Where the address has been amended since the building warrant was granted, or where the submission covers only part of a building warrant (for example is for one house in a development of several dwellings that were subject to a single warrant) an address identifying the work covered by the submission must be supplied.
4. Any applicant aggrieved by the decision of a verifier to reject a completion certificate may, by summary application made within 21 days of the date of the decision, appeal to the sheriff. If a verifier has not determined this submission within 14 days from the date of receipt by the verifier of the certificate, the submission is deemed rejected and an appeal may be made to the sheriff in the same way and subject to the same timescale.
5. 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.

### **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.**

### **Address to which you should send this application –**

**Shetland Islands Council  
Development Services Department  
Planning  
Building Standards  
Grantfield  
Lerwick  
ZE1 0NT**

**Tel No: 01595 744800**

**Fax No: 01595 744804**

**E-mail: [building.standards@shetland.gov.uk](mailto:building.standards@shetland.gov.uk)**

**Website: [www.shetland.gov.uk/buildingstandards](http://www.shetland.gov.uk/buildingstandards)**