



Shetland Islands Council  
Building Standards

**COMPLETION CERTIFICATE WHERE NO  
BUILDING WARRANT OBTAINED - SUBMISSION**  
Building (Scotland) Act 2003

OFFICIAL USE ONLY

Ref No:.....

Amended May 2011

**Submission of a completion certificate under section 17(4) where no building  
warrant was obtained for work which required a building warrant**

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

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

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

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

**3. OWNER (if different from relevant person) (see note 2)**

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

**4. LOCATION OF BUILDING**

Address of building to which this completion certificate applies - .....  
.....  
Post Code (if known) .....

**5. USE OF BUILDING**

Please state **current use** – .....

(If different from use before work) Please state **original use** – .....

(If there is a change) Is this is a **conversion** in terms of the regulations? **YES / NO\***  
(see annex 1)

(If **YES**) Please state which description of **conversion** applies –  
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.....

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## 6. DESCRIPTION OF WORK

Please give brief description of work and state whether it is to construct (erect, extend, or alter) and/or convert; provide services or equipment; or demolish – .....

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## 7. SECURITY MATTERS

Do you consider any part of your proposals should not be open to public inspection on the Building Standards Register? **YES / NO\***

*(If YES, the verifier will decide with you the extent of the restrictions – see note 2)*

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## 8. LIMITED-LIFE BUILDING

If the intended life of the building is to be five years or less from the date of completion, please state – ..... years

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## 9. PLANNING – LISTED BUILDINGS

If this submission concerns buildings listed as being of special architectural or historic interest or in a conservation area please state category – .....

*(If in doubt, the Planning Authority can advise)*

Does the building have any other historical importance? (e.g. association with significant historical person or event) – .....

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## 10. RELAXATION DIRECTION

Has any relaxation of the provisions of the building regulations been given by the Scottish Ministers? **YES / NO\***

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

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## 11. NOTICES

Please indicate if this submission is as the result of any of the following Notices, and if so give the reference number –

Building Regulations Compliance Notice	Ref No. ....	<b>YES / NO*</b>
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Building Warrant Enforcement Notice	Ref No. ....	<b>YES / NO*</b>
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Defective Buildings Notice	Ref No. ....	<b>YES / NO*</b>
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Is the building subject to any Dangerous Building Notice? **YES / NO\***

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

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## 12. ESTIMATED VALUE OF WORKS

The estimated value of operations is £.....

*Please note the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs.*

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## 13. CERTIFICATES OF DESIGN / CONSTRUCTION (see annex 2)

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

If **YES**, please list reference numbers of any certificates that relate to this submission, and attach the original signed certificates to this submission.....

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.....  
.....

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## 14. DECLARATION

I/We\* submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information (see note 3). This completion certificate is confirmation that the work was carried out and/or conversion\* made in accordance with the building regulations.

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 when 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 purpose of Regulation 9 of and Section 7 of Schedule 5 to the Building (Scotland) Regulations 2004.

This completion certificate imposes the following continuing requirements, made under section 22 of the Act.

Continuing requirements.....

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

**Dated –** .....

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\*Delete as appropriate

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

## Notes

1. 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.
2. 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.
3. 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, occupier, tenant or prospective tenant.
4. 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.

### **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 for the purpose 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 will be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.**

## 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 a 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 so exempt
  9. a building to allow access by the public where previously there was none
  10. a building to accommodate parts in different occupation where previously it was not so occupied.
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## ANNEX 2

### CERTIFICATES FROM APPROVED CERTIFIERS

#### 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.

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