



Completion Certificate where No Warrant was obtained - Submission

Building (Scotland) Act 2003

Form 5a

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

Relevant person (see below)

Full Name(s)

Address

Postcode

Tel. No. Fax No.

Mobile E-mail

Relevant person

The completion certificate must be submitted by the relevant person as defined by the Building (Scotland) Act 2003, that is -

- a) Where the work 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.

Duly authorised Agent (if any)

Name

Address

Postcode

Tel. No. Fax No.

Mobile E-mail

Owner (if different from relevant person)(see note 1)

Name

Address

Postcode

Tel. No. Fax No.

Mobile E-mail

Location of building

Address of building to which this completion certificate applies - (inc. postcode if known)

Use of building

Please state current use -

(If different from use before work) Please state original use -

(If there is a change)

Is the change a conversion in terms of the regulations - (see Annex 1) YES NO
(If YES) Please state which description of conversion applies - (may be more than one)

Description of work

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

Limited life buildings

If the intended life of the building is to be less than five years from the date of completion, please tick -

1 year 2 years 3 years 4 years 5 years

(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life.)

Planning - Listed Buildings

If the application concerns buildings listed as being of special architectural or historic interest or in a conservation area please state category -

Listed building category Conservation area number

(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)

Relaxation directions

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

(If YES, give the reference number -)

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

Building warrant enforcement notice

Defective buildings notice

Is the building subject to any Dangerous building notice ? YES NO

(If YES, give the reference number)

Estimated value of works

£

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

Certificates

Do any certificates from approved certifiers of design or construction accompany this application ?

YES NO (If YES, see annex 2)

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 and the drawings, specifications and other information accompanying this submission

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 where this submission is for a dwelling -) I enclose an energy rating for the dwelling(s) as specified in the warrant calculated in accordance with the Government Standard Assessment Procedure.

This completion certificate also confirms acceptance of any continuing requirements, made under Section 22 of the Act, that may be imposed by acceptance of this certificate by the verifier.

Signed (relevant person)

Dated

*Delete as appropriate.

Address to send which you should send this application -

**Building Standards
Enterprise, Planning and Infrastructure
Aberdeen City Council
Business Hub 4
Marischal College
Broad Street
Aberdeen AB10 1AB**

Telephone: 01224 523470

Fax: 01224 523180

E-Mail: pi@aberdeencity.gov.uk

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. Any applicant aggrieved by the decision of a verifier to reject a completion certificate may, within 21 days of the date of the decision, appeal to the sheriff by way of summary application. If a verifier has not determined this submission within 14 days from the date of submission of the certificate, the submission is deemed refused and an appeal may be made to the sheriff.
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.

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.

If any person submits a completion certificate containing a statement which that person knows to be false or misleading in a material particular the person may be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.

Data Protection Act 1998 - For the purposes of processing this information Aberdeen City Council is the Data Controller. The information on this form will be recorded on computer and also stored and processed automatically for planning purposes. Information will be disclosed only in accordance with the requirements of the Town and Country Planning (Scotland) Act 1997 or otherwise as required by law, including disclosure to other agencies (for example Fire, Police, Scottish Natural Heritage, Historic Scotland) as required for the purposes of determining this warrant application.

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.

ANNEX 2

CERTIFICATES FROM APPROVED CERTIFIERS OF DESIGN

Please list reference numbers of any certificates from approved certifiers of design and/or construction which relate to this application, and attach the original signed certificates to this completion certificate -

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.