

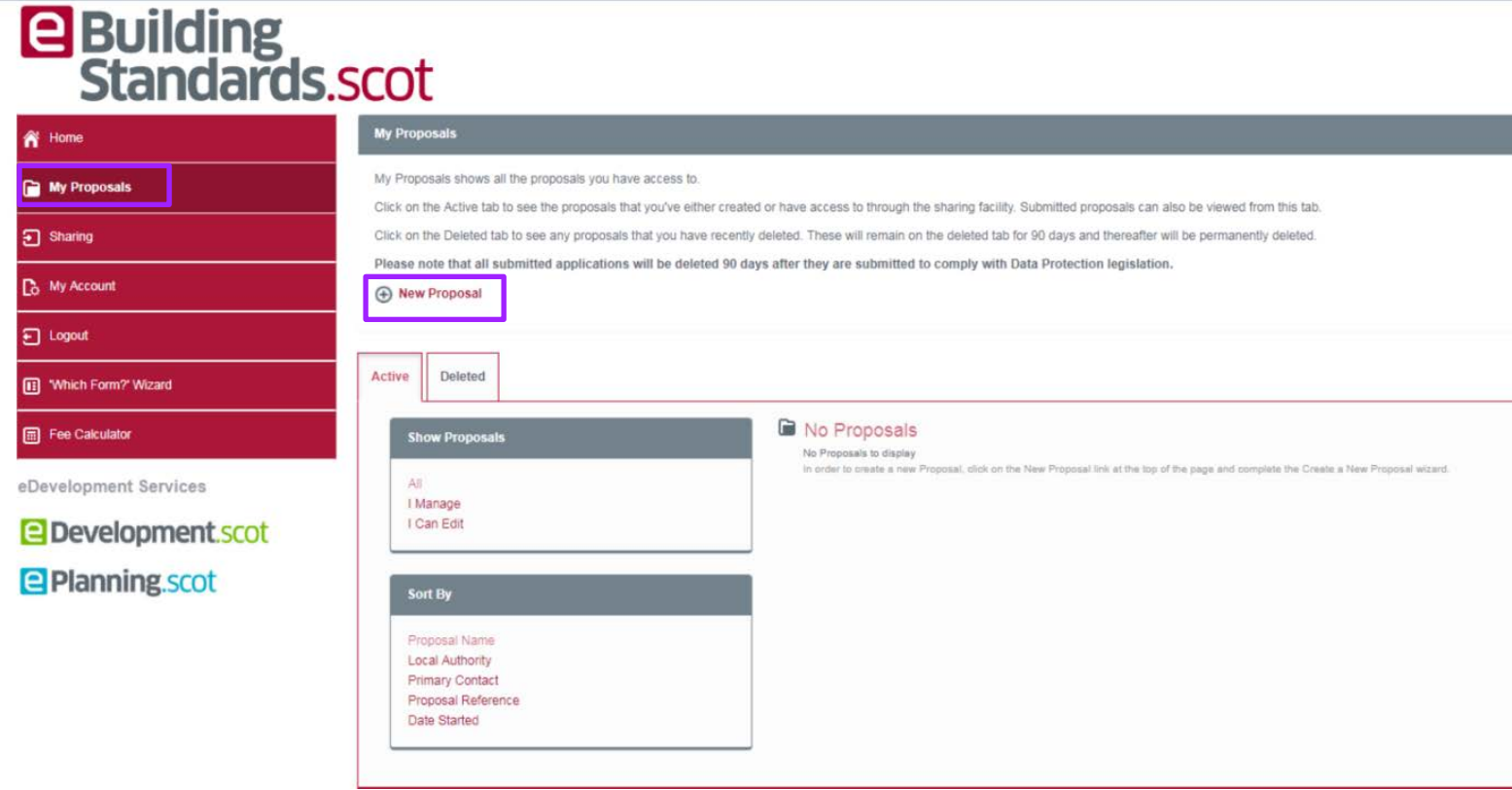
eBuilding Standards Portal Guide

Table of Contents

Building Warrant	1
Amendment to Warrant or Stage	6
Completion Certificate – Where no warrant was obtained	14
Extension of Validity of Building Warrant	19
Temporary Occupation or Use:	
Existing Proposal.....	23
New Proposal.....	27
Notice Regarding Start of Works:	
Existing Proposal.....	32
New Proposal.....	36
Additional Supporting Documents:	
Existing Proposal.....	40
New Proposal.....	44
Completion Certificate – Submission:	
Existing Proposal.....	48
New Proposal.....	52

How to apply for a Building Warrant online

- Log in to your account on eDevelopment.scot and then select eBuilding Standards
- In order to create a proposal you must click 'My Proposals'
- Then click 'New Proposal'



You will then have to complete 5 steps;

- **Address Search** – This is the site address where the works are taking place
If you can't find the address through the postcode search or if the site has no address yet you can use the '**no exact address**' button and fill out as accurately as possible so it matches with your location place in order for us to locate the site.
- **Confirm Local Authority** – Ensure your address is within the **City of Aberdeen** or the application will be returned (if you are unsure please call us on 01224 053746)
- **Proposal Name & Details** – This is for your own info and will not form part of the application so this can be named whatever is easiest for you to identify

- **Select Online Forms** – Click option 2 as this will then give you a list to choose from, in this case you want to choose **'Application for Building Warrant'** & then add forms

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page allows you to continue with the proposal creation and add forms.

Select Online Forms

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

☐ Select forms using a wizard

Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

☒ Select forms from a list

Choosing this option allows you to explicitly select the forms that you need.

☐ Create proposal without forms. Add forms later or copy from previous proposals

Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from

Previous

Select

Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page lists the forms that can be added to the proposal.

Online Forms

Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the probable suggestions are not pre-selected.

☒ Application for Building Warrant

This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fitting

☐ Application for Amendment of Building Warrant

This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a st

☐ Notice of Intention To Use An Approved Certifier of Construction

This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying on

☐ Notice Regarding Start of Work

This form is used to inform the local authority of the date that the work will start/has started.

☐ Notice of Work Stages Complete

This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction

☐ Completion Certificate

This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building wa

☐ Additional Supporting Documents

This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for

☐ Application for Temporary Occupation or Use

This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

☐ Application to Extend Period of Validity of Building Warrant

This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years fr

☐ Application to Extend Period of Use of Limited Life Building

This form is used to request an extension to the period of use of a limited life building.

☐ Application for Discharge or Variation of a Continuing Requirement

This form is used to request the discharge, or variation, of a continuing requirement.

☐ Completion Certificate Where No Building Warrant Obtained Submission

This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Back to Options

Add Forms

5. Create a New Proposal Summary – Double check your information is correct then click ‘Create Proposal’

Create a New Proposal - Step 5 of 5

User Guide

 |

Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

Below are the details entered for the creation of a new proposal.

Proposal Name:

Rear Extension - Joe Bloggs

Proposal Description:

Single storey rear extension for Mr Bloggs

Site Address:

36 LERWICK ROAD, ABERDEEN, AB16 6RF.

Selected Forms

The Local Authority for this proposal is **Aberdeen City Council**. The application form(s) you are about to complete ha

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website **Terms and Conditions** (Data Protection) and, if I am not the applicant(s), I underta

• Application for Building Warrant

Previous

Create Proposal

- Once you have completed the 5 steps you will be taken to your ‘Proposal Summary’ page
- Under draft forms you will find your ‘Application for Building Warrant’ click on this to open

Proposal Summary

Delete Proposal

New Proposal

Summary

Rear Extension - Joe Bloggs

Single storey rear extension for Mr Bloggs

Edit Proposal Details

Status: Active

Primary Contact: Emma Laird

Date Started: 22/01/2019

Proposal Reference: 500150977

Local Authority

Aberdeen City Council

Communities, Housing and InfrastructurePlanning & Business Hub 4 Marischal College Broad Street
Aberdeen AB10 1AB

Tel: 01224 523470

pi@aberdeencity.gov.uk

Site Location

38 LERWICK ROAD, ABERDEEN, AB16 6RF

Change Address

Draft Forms

To complete the proposal click on the form.

Application for Building Warrant

Add Additional Forms

Submitted Forms

Submitted forms are automatically removed from the site 90 days after the submission date.

Name	Submission Date
No Submitted Forms	

Hints and Tips

How do I submit revised drawings?

How do I submit additional documents (including SER certificates) to my application?

My application is still shown in draft despite me paying the fee

How much will my fee be?

Can I share my proposal with a colleague, client or friend?

Has my application been received by the council?

What application reference number do I use?

Paid my fee but my application hasn't been submitted.

- You will then have 7 fields to complete, start from the top (Main Details) and finish at the bottom (Fee)
- Once all fields are completed you will have 7 green ticks like below – Please note these ticks **do not** mean your application has been submitted

Application Summary

Application for Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-001

Item	Status
Main Details	complete
Block/Location Plan	complete
Supporting Documentation	complete
Email Notification	complete
Checklist	complete
Declaration	complete
Fee	complete
No fee has been entered	

The table of fees for building warrants can be found on our website

Back to Proposal Summary

- You will then see below ‘fee’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**

Application Summary

Application for Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-009

Item	Status
Main Details	✓ complete
Block/Location Plan	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete
Fee	✓ complete

No fee will be taken for this application

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Submission Summary - Submit

User Guide | Form Guide | Form Help | Authority Contact Details

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by Credit / Debit card, you will be taken to your authority's website where you will be able to pay
3. If successfully submitted, you will be taken to a screen stating that the application has been submitted successfully. application is still in draft.
4. You will also receive an email from us saying that your application has been received by us, and that we will pass
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept Submit

Summary Information

View Form PDF (opens in a new window)

Online Reference: 500150977-009

- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

How to apply for Amendment to Warrant/Stage

- Log into eBuilding Standards
- Click on 'My Proposals' you will then get the following screen which will show you your proposals
- To add a form for the correct proposal you want to click on 'add additional forms' this can be found below the proposal name;

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

My Proposals

My Proposals shows all the proposals you have access to.
Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.
Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.
Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

New Proposal

Active

Deleted

Show Proposals

All
I Manage
I Can Edit


Sort By


Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started


Alteration


Aberdeen City Council
Minor Alterations
Primary Contact: Emma Girdle | Started: 11/03/2017 | Proposal Reference: 00000517
Add additional forms (including Additional Supporting Documents form)


- You will then be asked to select 1 of 2 options, ensure you select the first one;





 Home


 My Proposals

 Sharing


 My Account


 Logout

 "Which Form?" Wizard

 Fee Calculator

eDevelopment Services





Add Additional Form

Please select the required option.

☒ Add from a list of standard forms
Recommended for agents and experienced applicants who already know which form(s) they need.

☐ Copy from an existing proposal
Recommended for those who are submitting more than one of the same form type to the Local Authority with similar or exactly the same details.

Continue

[← Back to Proposal Summary](#)

- You will then get a list of forms to select from – in this case you want to select ‘Application for Amendment to Warrant’ and then click add

Standards.scot

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

☐ Application for Building Warrant

This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.

☐ Application for Amendment of Building Warrant

This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.

☐ Notice of Intention To Use An Approved Certifier of Construction

This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.

☐ Notice Regarding Start of Work

This form is used to inform the local authority of the date that the work will start/has started.

☐ Notice of Work Stages Complete

This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).

☐ Completion Certificate

This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.

☐ Additional Supporting Documents

This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.

☐ Application for Temporary Occupation or Use

This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

☐ Application to Extend Period of Validity of Building Warrant

This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.

☐ Application to Extend Period of Use of Limited Life Building

This form is used to request an extension to the period of use of a limited life building.

☐ Application for Discharge or Variation of a Continuing Requirement

This form is used to request the discharge, or variation, of a continuing requirement.


☐ Completion Certificate Where No Building Warrant Obtained Submission


This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.


Cancel


Add


- Now you will be taken to your proposal summary, here you will find any forms you have already added to the proposal
- Click on the ‘Application for Amendment to Warrant’


 Home


 My Proposals

 Sharing


 My Account


 Logout

 "Which Form?" Wizard


 Fee Calculator

eDevelopment Services


 Development.scot

 Planning.scot

Proposal Summary

 Delete Proposal


 |

 New Proposal

Summary

Alteration

Minor Alterations

 Edit Proposal Details

Status:

Primary Contact:

Date Started:

Proposal Reference

Active

Emma Laird

11/05/2017


500039344

Draft Forms

To complete the proposal click on the form.

Additional Supporting Documents

Application for Amendment of Building Warrant

 Add Additional Forms

Submitted Forms

Submitted forms are automatically removed from the site 90 days after the submission date.

Name

Submission Date

No Submitted Forms

- This will take you to 6 fields you must complete;



Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Application Summary

Application for Amendment of Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500039344-003

Item	Status
Main Details	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Checklist	✗ incomplete
Declaration	✗ incomplete
Fee No fee has been entered	✗ incomplete

[← Back to Proposal Summary](#)

- Fill in the form as usual
***NOTE -** Ensure when entering your warrant reference, it must be original warrant reference – even if you are amending a stage the reference number must be the original as our system will not accept it.
You will then get a box like below to enter the details to specify whether you are amending a warrant, applying for another stage or amending a staged warrant

Standards.scot

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Later Stages of Staged Warrant Continued

User Guide

Form Guide

Form Help

Authority Contact Details

An asterisk (*) indicates required fields.

Progress: 48%

For which stages did the original warrant require further detail? * (Max characters 750)

Max 750 characters 750 characters remaining

For which of these stages are you now applying to amend the warrant? * (Max characters 750)

Max 750 characters 750 characters remaining

Save And Exit

Clear Page

Previous

Next

- Then fill in the next 6 fields uploading any drawings that are required
- Once you have completed all 6 fields you will be faced with 6 green ticks like below – Please note ticks do not mean this has been submitted you must follow through the next steps

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Application Summary

Application for Amendment of Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500039344-003

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete
Fee	✓ complete

No fee will be taken for this application

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

[Back to Proposal Summary](#)

- Click 'Next' this will then take you to your submission summary page, ensure you click 'I accept' and 'Submit'

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Submission Summary - Preview

User Guide | Form Guide | Form Help | Authority Contact Details

You can preview your application or submission below before you send it in.

You must click the 'I accept' button below to be able to send your form in. By doing so, you acknowledge the following.

- You agree to the form and associated information being sent to the local authority.
- If you are not the person applying, you will tell the person who is about these terms.

Note: We are aware that there is a minor technical issue on this page. Some users find clicking on the View Document links in the table below does not always open the correct document but it opens another drawings that you have uploaded for this submission; click 'Back to Application Summary' at the bottom of the page, on the Application Summary page, click on Download Whole Contents in the Help box. That will be submitted to the authority when you complete the submission steps.

The technical issue on this page does not affect the documents that you are submitting to the authority. We hope to resolve this issue soon.

I Accept

Submit

Summary Information

View Form PDF (opens in a new window)

Online Reference:500039344-003

Form:Application for Amendment of Building Warrant

Payment Method:

Authority Name:Aberdeen City Council

Authority Address:Communities, Housing and InfrastructurePlanning & Business Hub 4 Marischal College Broad Street Aberdeen AB10 1AB

Authority Telephone:Tel: 01224 523470

Authority Fax:

Authority Email Address:pl@aberdeencity.gov.uk

Agent Name:Emma Laird

Applicant Name:

Location:11 LERWICK ROAD, ABERDEEN, AB16 6RF

Supporting Documentation

Description	View Document	Type
-------------	---------------	------

Fees

Item	Cost
------	------

- Once you have clicked submit you will get a conformation email from eBuilding Standards

How to apply for Completion Certificate – Where no Warrant Was Obtained (Post May 2005)

- Log in to your account on eDevelopment.scot and then select eBuilding Standards
- In order to create a proposal, you must click 'My Proposals'
- Then click 'New Proposal'

eBuilding Standards.scot

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

[New Proposal](#)

Active Deleted

Show Proposals

All
I Manage
I Can Edit

Sort By

Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started

No Proposals
No Proposals to display
In order to create a new Proposal, click on the New Proposal link at the top of the page and complete the Create a New Proposal wizard.

You will then have to complete 5 steps;

- **Address Search** – This is the site address where the works are taking place
If you can't find the address through the postcode search or if the site has no address yet you can use the '**no exact address**' button and fill out as accurately as possible so it matches with your location place in order for us to locate the site.
- **Confirm Local Authority** – Ensure your address is within the City of Aberdeen or the application will be returned (if you are unsure please call us on 01224 053746)
- **Proposal Name & Details** – This is for your own info and will not form part of the application so this can be named whatever is easiest for you to identify

- **Select Online Forms** – Click option 2 as this will then give you a list to choose from, in this case you want to choose **‘Completion Certificate – Where No Warrant Was Obtained** & then add forms

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 4 of 5

User Guide

Authority Contact Details

This page allows you to continue with the proposal creation and add forms.

Select Online Forms

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

☐ Select forms using a wizard

Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

☐ Select forms from a list

Choosing this option allows you to explicitly select the forms that you need.

☐ Create proposal without forms. Add forms later or copy from previous proposals

Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from

Previous

Select

- Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

☐ Application for Building Warrant

This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.

☐ Application for Amendment of Building Warrant

This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.

☐ Notice of Intention To Use An Approved Certifier of Construction

This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.

☐ Notice Regarding Start of Work

This form is used to inform the local authority of the date that the work will start/has started.

☐ Notice of Work Stages Complete

This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).

☐ Completion Certificate

This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.

☐ Additional Supporting Documents

This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.

☐ Application for Temporary Occupation or Use

This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

☐ Application to Extend Period of Validity of Building Warrant

This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.

☐ Application to Extend Period of Use of Limited Life Building

This form is used to request an extension to the period of use of a limited life building.

☐ Application for Discharge or Variation of a Continuing Requirement

This form is used to request the discharge, or variation, of a continuing requirement.

☒ Completion Certificate Where No Building Warrant Obtained Submission

This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Cancel

Add

- **Create a New Proposal Summary** – Double check your information is correct then click ‘**Create Proposal**’

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 5 of 5

User Guide

Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

Below are the details entered for the creation of a new proposal.

Proposal Name:

CCX Application

Proposal Description:

Demolition of load bearing wall & alterations

Site Address:

ABERDEEN CITY COUNCIL, MARISCHAL COLLEGE, BROAD STREET, ABERDEEN, AB10 1AB.

Selected Forms

The Local Authority for this proposal is **Aberdeen City Council**. The application form(s) you are about to complete has been issued by this site on behalf of the Local Authority.

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website [Terms and Conditions](#) (Data Protection) and, if I am not the applicant(s), I undertake to draw the applicant(s) attention to that clause.

Completion Certificate Where No Building Warrant Obtained Submission

Previous

Create Proposal

- Once you have completed the 5 steps you will be taken to your ‘Proposal Summary’ page
- Under draft forms you will find your ‘Application for Building Warrant’ click on this to open

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Proposal Summary

Delete Proposal

New Proposal

Summary

CCX Application

Demolition of load bearing wall & alterations

Edit Proposal Details

Status:

Active

Primary Contact:

Emma Laird

Date Started:

14/11/2019

Proposal Reference:

500216401

Draft Forms

To complete the proposal click on the form.

Completion Certificate Where No Building Warrant Obtained Submission

Add Additional Forms

- You will then have 7 fields to complete, start from the top (Main Details) and finish at the bottom (Fee)
- Once all fields are completed you will have 7 green ticks like below – Please note these ticks **do not** mean your application has been submitted

Application Summary

Completion Certificate Where No Building Warrant Obtained Submission

The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 500150977-001

Item	Status
Main Details	✓ complete
Block/Location Plan	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete
Fee No fee has been entered	✓ complete

The table of fees for building warrants can be found on our website

***Please note fees for Completion Certificate – Where No Warrant Was Obtained are 300% of the original fee**

Back to Proposal Summary

- You will then see below ‘fee’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click ‘I ACCEPT’ & ‘SUBMIT’

Application Summary

Application for Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.
Online Reference: 500150977-009

Item	Status
Main Details	✓ complete
Block/Location Plan	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete
Fee No fee will be taken for this application	✓ complete

You have now completed all sections.
Click Next to review your form and make any payments, if necessary

Next

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Submission Summary - Submit

User Guide

Form Guide

Form Help

Authority Contact Details

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by **Credit / Debit card**, you will be taken to your authority's website where you will be able to pay
3. **If successfully submitted**, you will be taken to a screen stating that the application has been submitted successfully. If application is still in draft.
4. You will also **receive an email** from us saying that your application has been received by us, and that we will pass it on to your authority.
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the **Submit** button appearing once you've pressed 'I Accept'. Just wait until the button appears.

I Accept

Submit

Summary Information

View Form PDF (opens in a new window)

Online Reference: 500150977-009

- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

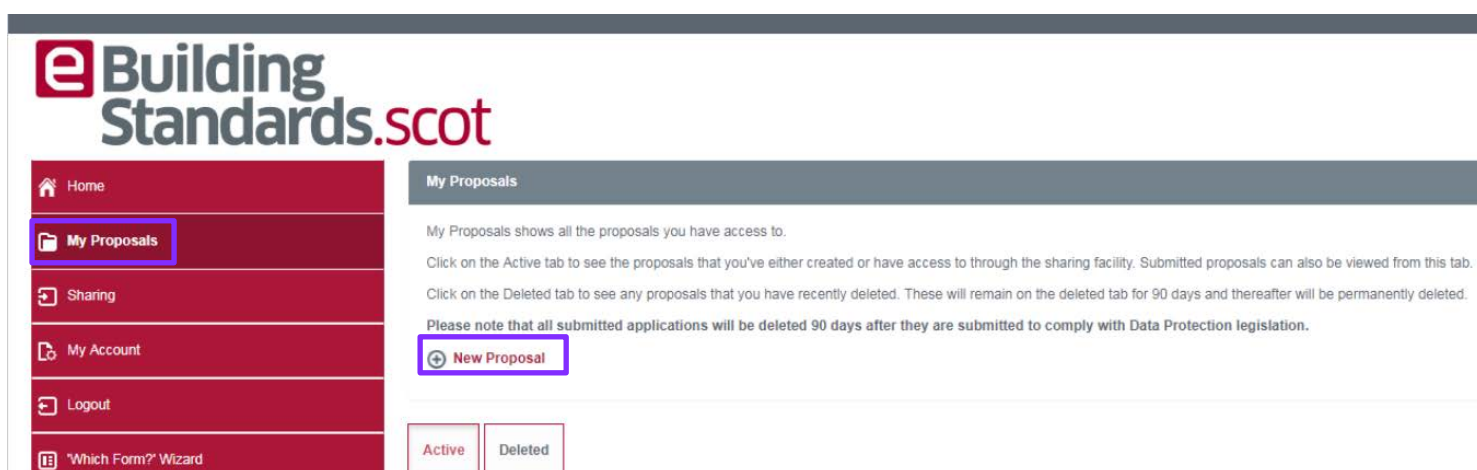
How to Submit Extension to Life

*When applying for an Extension to Life you will **always** have to create a 'New Proposal' this is because the eBuilding Standards portal only keeps submitted applications for 90 days, after this period the proposal is deleted to comply with Data Protection Legislation*

FAQ:

- Creating a 'New Proposal' will not generate a new warrant as long as you know your reference number from Aberdeen City Council – Please call us if you do not know this, it will be 6 digits long and all numbers (**example** '150230') some older warrants may start with 'BA' for example 'BA7/1234'
- Ensure your warrant has expired before applying for your Extension to Life (if you are unsure please call us)
- You will not be able to apply to extend a warrant prior to May 2005 (please call us for what to do in this case)
- You cannot extend Amendment to Warrants or Stages it must be the **original** warrant

- Go to the eBuilding Standards page and click on 'My Proposals' then select 'New Proposal' (this will not create a brand-new warrant as you will have a list of things to choose from)



- You will then have 5 steps to complete;
- Enter the site address by searching by; postcode, street name or you can input the site address if the development is not yet built

- Create the proposal name (this is for your own use we do not see this so name it whatever is easiest for you to identify)
- Then you want to ‘select forms from a list’ – Ensure you select ‘Application to Extend Period of Validity of Building Warrant’
- Create a New Proposal – Double Check your info is correct then click ‘Create Proposal

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 5 of 5

User Guide

Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

Below are the details entered for the creation of a new proposal.

Proposal Name:

Extension to Warrant 140787

Proposal Description:

Internal Alterations - Mrs Bloggs

Site Address:

ABERDEEN CITY COUNCIL, MARISCHAL COLLEGE, 1

Selected Forms

The Local Authority for this proposal is **Aberdeen City Council**. The application form(s) you are about to complete has been

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website **Terms and Conditions** (Data Protection) and, if I am not the applicant(s), I undertake to d

- Application to Extend Period of Validity of Building Warrant

Previous

Create Proposal

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Application to Extend Period of Validity of Building Warrant’ form here, click on this to open

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Proposal Summary

Delete Proposal | + New Proposal

Summary

Extension to Warrant 140787
Internal Alterations - Mrs Bloggs
Edit Proposal Details

Status:

Active

Primary Contact:

Emma Laird

Date Started

26/11/2019

Proposal Reference

500217790

Draft Forms

To complete the proposal click on the form.

Application to Extend Period of Validity of Building Warrant

+ Add Additional Forms

- Once you have clicked on 'Application to Extend Period of Validity of Building Warrant' you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top 'Main Details' and finish at the bottom 'Fee')

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Application Summary

Application to Extend Period of Validity of Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500217789-001

Item	Status
Main Details	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Declaration	✗ incomplete
Fee	✗ incomplete

No fee has been entered

Back to Proposal Summary

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted

eBuilding Standards.scot

Home | My Proposals | Sharing | My Account | Logout | Which Form? Wizard | Fee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Application Summary

Application to Extend Period of Validity of Building Warrant

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500217789-001

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete
Fee Amount to pay: £ 100.00	✓ complete
Payment Method	✓ complete

You have now completed all sections.
Click Next to review your form and make any payments, if necessary.

Next

[Back to Proposal Summary](#)

- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**

eBuilding Standards.scot

Home | My Proposals | Sharing | My Account | Logout | Which Form? Wizard | Fee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Submission Summary - Submit

[User Guide](#) | [Form Guide](#) | [Form Help](#) | [Authority Contact Details](#)

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by Credit / Debit card, you will be taken to your authority's website where you will be able to pay
3. If successfully submitted, you will be taken to a screen stating that the application has been submitted successfully application is still in draft.
4. You will also receive an email from us saying that your application has been received by us, and that we will pass
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept **Submit**

Summary Information

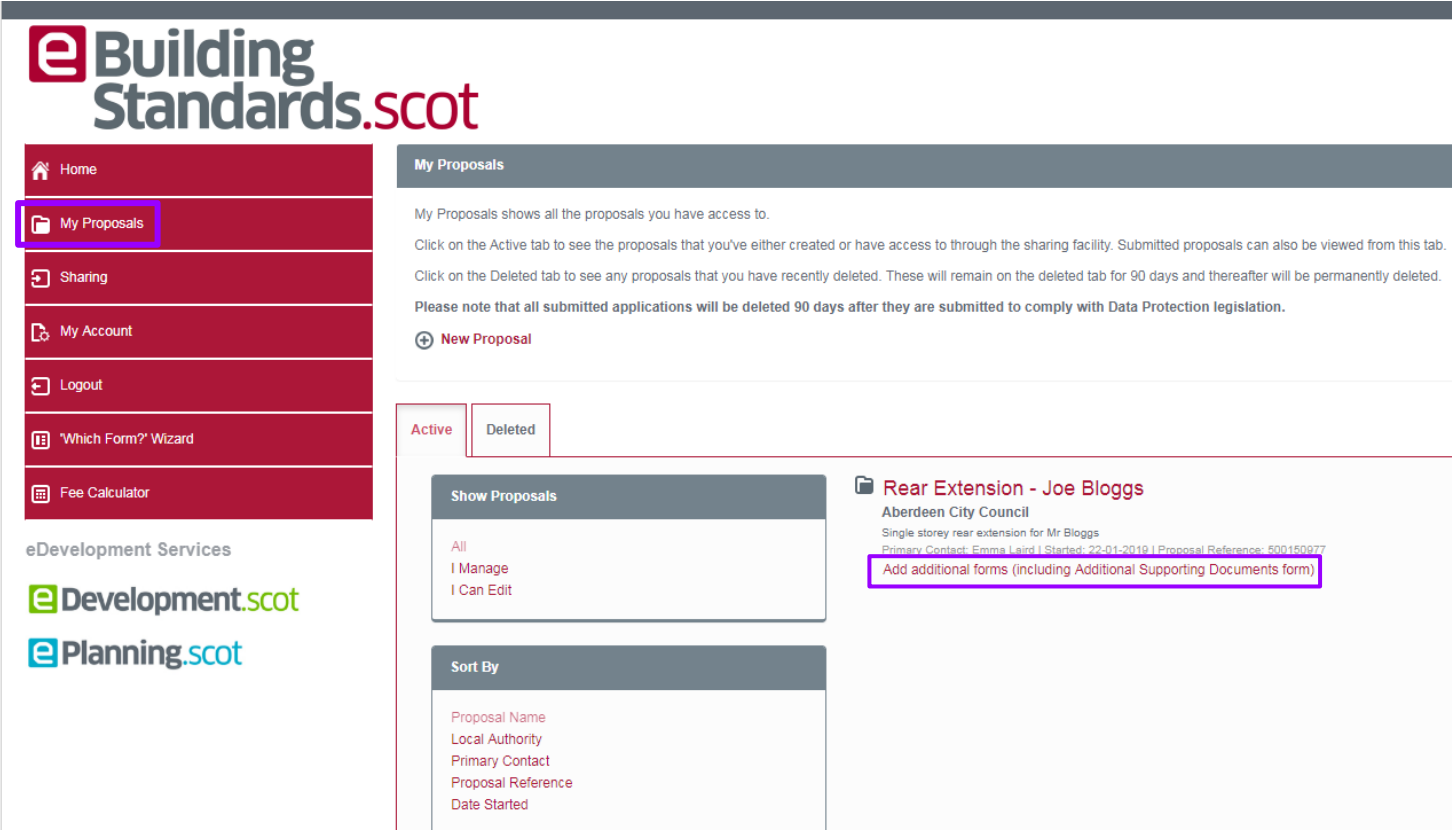
[View Form PDF \(opens in a new window\)](#)

Online Reference: 500150977-009

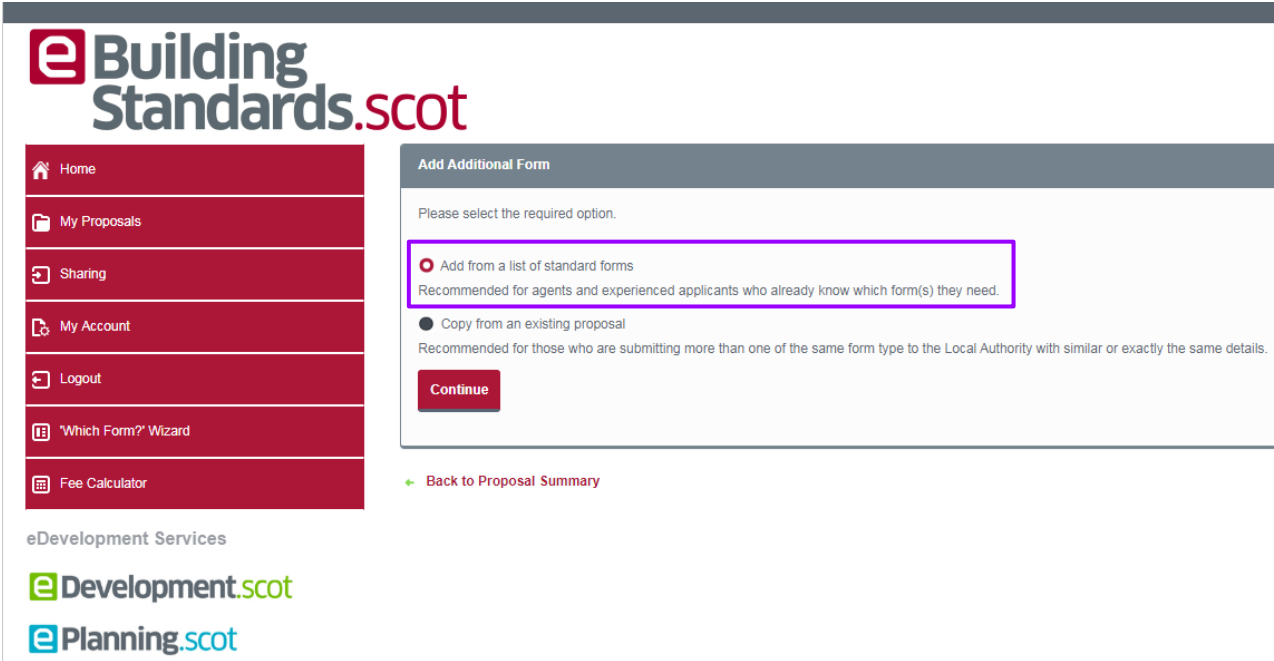
- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

How to apply for Temporary Occupation or Use – Existing

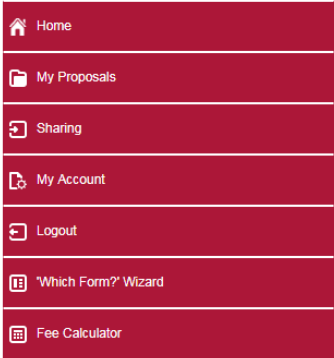
- Go to the eBuilding Standards page and click on ‘My Proposals’ here you will find any existing proposals you have submitted
- Under every active proposal you will see ‘Add additional forms’ once you have identified the correct proposal click on this



- Once you have clicked on ‘Add additional forms’ you will be faced with 2 options, you want to select option 1 ‘Add from a list of standard forms’



- This will then take you to all online forms that can be submitted via eBuilding Standards, scroll down to the 8th option and select ‘Application for Temporary Occupation or Use’ then ‘Add’



Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

- ☐ **Application for Building Warrant**
This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.
- ☐ **Application for Amendment of Building Warrant**
This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.
- ☐ **Notice of Intention To Use An Approved Certifier of Construction**
This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.
- ☐ **Notice Regarding Start of Work**
This form is used to inform the local authority of the date that the work will start/has started.
- ☐ **Notice of Work Stages Complete**
This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).
- ☐ **Completion Certificate**
This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.
- ☐ **Additional Supporting Documents**
This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.
- ☒ **Application for Temporary Occupation or Use**
This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.
- ☐ **Application to Extend Period of Validity of Building Warrant**
This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.
- ☐ **Application to Extend Period of Use of Limited Life Building**
This form is used to request an extension to the period of use of a limited life building.
- ☐ **Application for Discharge or Variation of a Continuing Requirement**
This form is used to request the discharge, or variation, of a continuing requirement.
- ☐ **Completion Certificate Where No Building Warrant Obtained Submission**
This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Cancel **Add**

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Application for Temporary Occupation or Use’ form here, click on this to open

eBuilding Standards.scot

Proposal Summary

Delete Proposal | New Proposal

Summary

Temp. Occupation App
Temp occ. for rooms 200-300 only
[Edit Proposal Details](#)

Status: Active
Primary Contact: Emma Laird
Date Started: 27/11/2019
Proposal Reference: 500217986

Draft Forms

To complete the proposal click on the form.

[Application for Temporary Occupation or Use](#)

[Add Additional Forms](#)

- Once you have clicked on ‘Application for Temporary Occupation or Use’ you will be taken to the Application Summary, you will then have 5 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services



Application Summary

Application for Temporary Occupation or Use

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500217986-001

Item	Status
Main Details	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Checklist	✗ incomplete
Declaration	✗ incomplete

[← Back to Proposal Summary](#)

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted



- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services



Application Summary

Application for Temporary Occupation or Use

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500217986-001

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete

You have now completed all sections.
Click Next to review your form and make any payments, if necessary.

Next

[← Back to Proposal Summary](#)

- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**

The screenshot shows the 'Submission Summary - Submit' page on the Building Standards.scot website. On the left is a red sidebar menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below the menu are logos for eDevelopment Services, Development.scot, and Planning.scot. The main content area has a grey header 'Submission Summary - Submit' and a red navigation bar with links: User Guide, Form Guide, Form Help, and Authority Contact Details. The text says 'Thanks. You are now ready to submit your application.' followed by 'What happens after you press Submit?' and a numbered list of five steps. A note mentions a potential delay in the Submit button. At the bottom, there are two buttons: 'I Accept' and 'Submit', which are highlighted with a red rectangle. Below this is a 'Summary Information' section with a link 'View Form PDF (opens in a new window)' and an 'Online Reference:' field containing the number '500150977-009'.

eBuilding Standards.scot

Home | My Proposals | Sharing | My Account | Logout | 'Which Form?' Wizard | Fee Calculator

eDevelopment Services
Development.scot
Planning.scot

Submission Summary - Submit

User Guide | Form Guide | Form Help | Authority Contact Details

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by Credit / Debit card, you will be taken to your authority's website where you will be able to pay
3. If successfully submitted, you will be taken to a screen stating that the application has been submitted successfully. application is still in draft.
4. You will also receive an email from us saying that your application has been received by us, and that we will pass
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept **Submit**

Summary Information

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500150977-009

- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

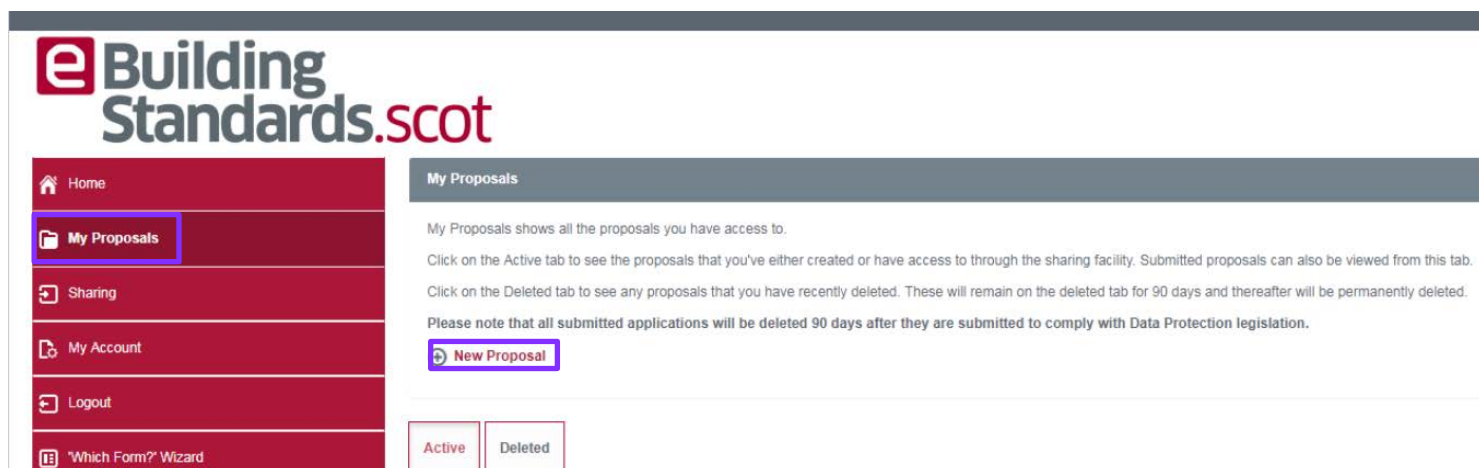
How to apply for Temporary Occupation or Use – New Proposal

If you have a Building Warrant in with us already which is not complete, but you wish to occupy part of the building you can apply for an application of temporary occupation or use

*Please note you must have a **valid Building Warrant** in with us to apply for this*

Ensure you know your reference number from Aberdeen City Council – Please call us if you do not know this – it will be 6 digits long and all numbers (**example** '190230')

- Go to the eBuilding Standards page and click on 'My Proposals' then select 'New Proposal' (this will not create a brand-new warrant as you will have a list of things to choose from)



- You will then have 5 steps to complete;
- Enter the site address by searching by postcode, street name or you can input the site address if the development is not yet built
- Create the proposal name (this is for your own use we do not see this so name it whatever is easiest for you to identify)
- Then you want to 'select forms from a list'

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 4 of 5

User Guide

Authority Contact Details

This page allows you to continue with the proposal creation and add forms.

Select Online Forms

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

☐ Select forms using a wizard

Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

☒ Select forms from a list

Choosing this option allows you to explicitly select the forms that you need.

☐ Create proposal without forms. Add forms later or copy from previous proposals

Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from

Previous

Select

- You will have 12 forms to choose from, in this case you want to select the 8th option ‘Application for Temporary Occupation or Use’



Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 4 of 5

User Guide

Authority Contact Details

This page lists the forms that can be added to the proposal.

Online Forms

Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms the probable suggestions are not pre-selected.

☐ Application for Building Warrant

This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building

☐ Application for Amendment of Building Warrant

This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.

☐ Notice of Intention To Use An Approved Certifier of Construction

This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.

☐ Notice Regarding Start of Work

This form is used to inform the local authority of the date that the work will start/has started.

☐ Notice of Work Stages Complete

This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).

☐ Completion Certificate

This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.

☐ Additional Supporting Documents

This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.

☒ Application for Temporary Occupation or Use

This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

☐ Application to Extend Period of Validity of Building Warrant

This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.

☐ Application to Extend Period of Use of Limited Life Building

This form is used to request an extension to the period of use of a limited life building.

☐ Application for Discharge or Variation of a Continuing Requirement

This form is used to request the discharge, or variation, of a continuing requirement.

☐ Completion Certificate Where No Building Warrant Obtained Submission

This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Back to Options

Add Forms

- Create a New Proposal – Double Check your info is correct then click ‘Create Proposal

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Create a New Proposal - Step 5 of 5

User Guide

Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

Below are the details entered for the creation of a new proposal.

Proposal Name:

Temp. Occupation App

Proposal Description:

Temp occ. for rooms 200-300 only

Site Address:

ABERDEEN CITY COUNCIL, MARISCHAL CC

Selected Forms

The Local Authority for this proposal is **Aberdeen City Council**. The application form(s) you are about to complete

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website [Terms and Conditions](#) (Data Protection) and, if I am not the applicant(s), I unde

• Application for Temporary Occupation or Use

Previous

Create Proposal

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Application for Temporary Occupation or Use’ form here, click on this to open

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Proposal Summary

Delete Proposal

New Proposal

Summary

Temp. Occupation App

Temp occ. for rooms 200-300 only

Edit Proposal Details

Status:

Active

Primary Contact:

Emma Laird

Date Started:

27/11/2019

Proposal Reference

500217986

Draft Forms

To complete the proposal click on the form.

Application for Temporary Occupation or Use

Add Additional Forms

- Once you have clicked on ‘Application for Temporary Occupation or Use’ you will be taken to the Application Summary, you will then have 5 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services



Application Summary

Application for Temporary Occupation or Use

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500217986-001

Item	Status
Main Details	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Checklist	✗ incomplete
Declaration	✗ incomplete

[Back to Proposal Summary](#)

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted



- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services



Application Summary

Application for Temporary Occupation or Use

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500217986-001

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Checklist	✓ complete
Declaration	✓ complete

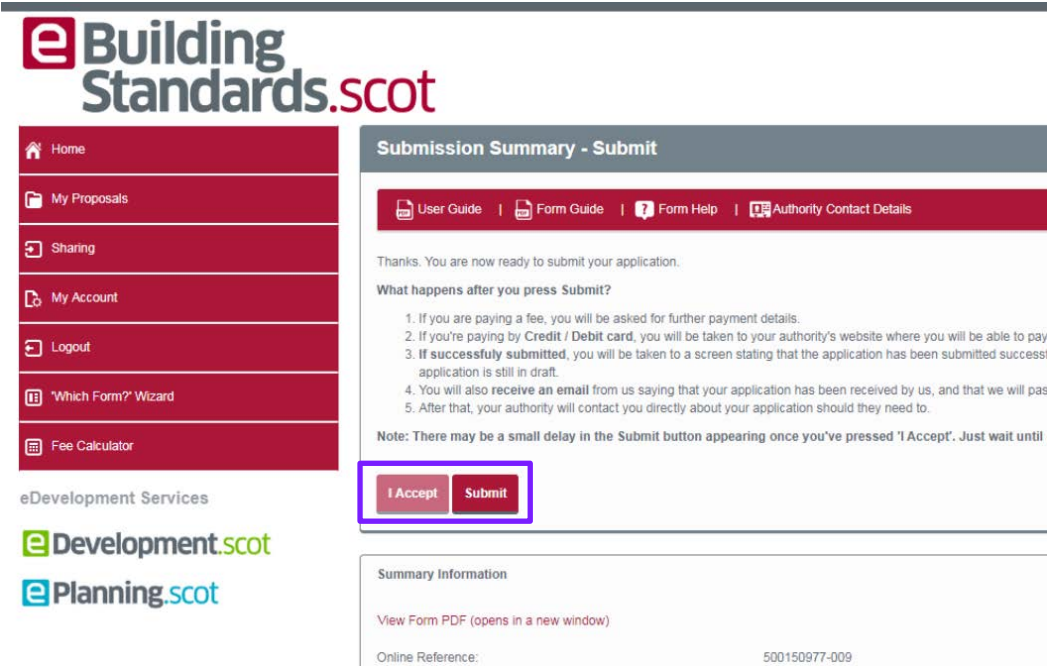
You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

[Back to Proposal Summary](#)

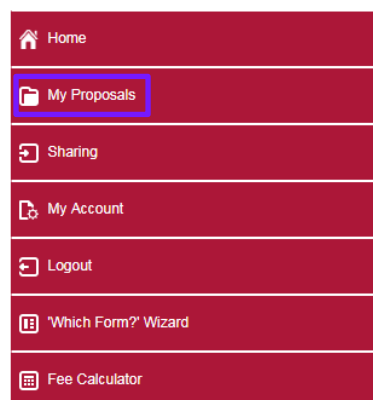
- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**



- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

How to submit Notice Regarding Start of Works – Existing Proposal

- Go to the eBuilding Standards page and click on 'My Proposals' here you will find any existing proposals you have submitted
- Under every active proposal you will see 'Add additional forms' once you have identified the correct proposal click on this



eDevelopment Services

eDevelopment.scot

ePlanning.scot

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

[+ New Proposal](#)

Active Deleted

Show Proposals

All
I Manage
I Can Edit

Sort By

Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started

Alterations to dwelling - J Bloggs

Aberdeen City Council
Broad Street, AB10 1AB
Primary Contact: Emma Laird | Started: 15-11-2019 | Proposal Reference: 500216480
Add additional forms (including Additional Supporting Documents form)

CCX Application

Aberdeen City Council
Demolition of load bearing wall & alterations
Primary Contact: Emma Laird | Started: 14-11-2019 | Proposal Reference: 500216401
Add additional forms (including Additional Supporting Documents form)

Rear Extension - Joe Bloggs

Aberdeen City Council
Single storey rear extension for Mr Bloggs
Primary Contact: Emma Laird | Started: 22-01-2019 | Proposal Reference: 500150977
Add additional forms (including Additional Supporting Documents form)

- Once you have clicked on 'Add additional forms' you will be faced with 2 options, you want to select option 1 'Add from a list of standard forms'

Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services

Add Additional Form

Please select the required option.

☒ Add from a list of standard forms

Recommended for agents and experienced applicants who already know which form(s) they need.

☐ Copy from an existing proposal

Recommended for those who are submitting more than one of the same form type to the Local Authority with similar or exactly the same details.

Continue

[Back to Proposal Summary](#)

- This will then take you to all online forms that can be submitted via eBuilding Standards, scroll down to the 4th option and select ‘Notice Regarding Start of Work’ then add



Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services



Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

☐ Application for Building Warrant

This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.

☐ Application for Amendment of Building Warrant

This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.

☐ Notice of Intention To Use An Approved Certifier of Construction

This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.

☒ Notice Regarding Start of Work

This form is used to inform the local authority of the date that the work will start/has started.

☐ Notice of Work Stages Complete

This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).

☐ Completion Certificate

This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.

☐ Additional Supporting Documents

This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.

☐ Application for Temporary Occupation or Use

This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

☐ Application to Extend Period of Validity of Building Warrant

This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.

☐ Application to Extend Period of Use of Limited Life Building

This form is used to request an extension to the period of use of a limited life building.

☐ Application for Discharge or Variation of a Continuing Requirement

This form is used to request the discharge, or variation, of a continuing requirement.

☐ Completion Certificate Where No Building Warrant Obtained Submission

This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Cancel

Add

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Notice Regarding Start of Work’ form here, click on this to open

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

Proposal Summary

Delete Proposal

New Proposal

Summary

Rear Extension - Joe Bloggs

Single storey rear extension for Mr Bloggs

Edit Proposal Details

Status: Active

Primary Contact: Emma Laird

Date Started: 22/01/2019

Proposal Reference: 500150977

Draft Forms

To complete the proposal click on the form.

Notice Regarding Start of Work

Add Additional Forms

- Once you have clicked on ‘Additional Supporting Documents’ you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services



Application Summary

Notice Regarding Start of Work

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-013

Item	Status
Main Details	<div>incomplete</div>
Supporting Documentation	<div>incomplete</div>
Email Notification	<div>incomplete</div>
Declaration	<div>incomplete</div>

Back to Proposal Summary

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted
- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**



[Home](#)

[My Proposals](#)

[Sharing](#)

[My Account](#)

[Logout](#)

[Which Form? Wizard](#)

[Fee Calculator](#)

eDevelopment Services



Application Summary

Notice Regarding Start of Work

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-013

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

[← Back to Proposal Summary](#)

eBuilding Standards.scot

[Home](#)

[My Proposals](#)

[Sharing](#)

[My Account](#)

[Logout](#)

[Which Form? Wizard](#)

[Fee Calculator](#)

eDevelopment Services

[Development.scot](#)

[Planning.scot](#)

Submission Summary - Submit

[User Guide](#) | [Form Guide](#) | [Form Help](#) | [Authority Contact Details](#)

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by Credit / Debit card, you will be taken to your authority's website where you will be able to pay
3. If successfully submitted, you will be taken to a screen stating that the application has been submitted successfully application is still in draft.
4. You will also receive an email from us saying that your application has been received by us, and that we will pass
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept

Submit

Summary Information

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500150977-009

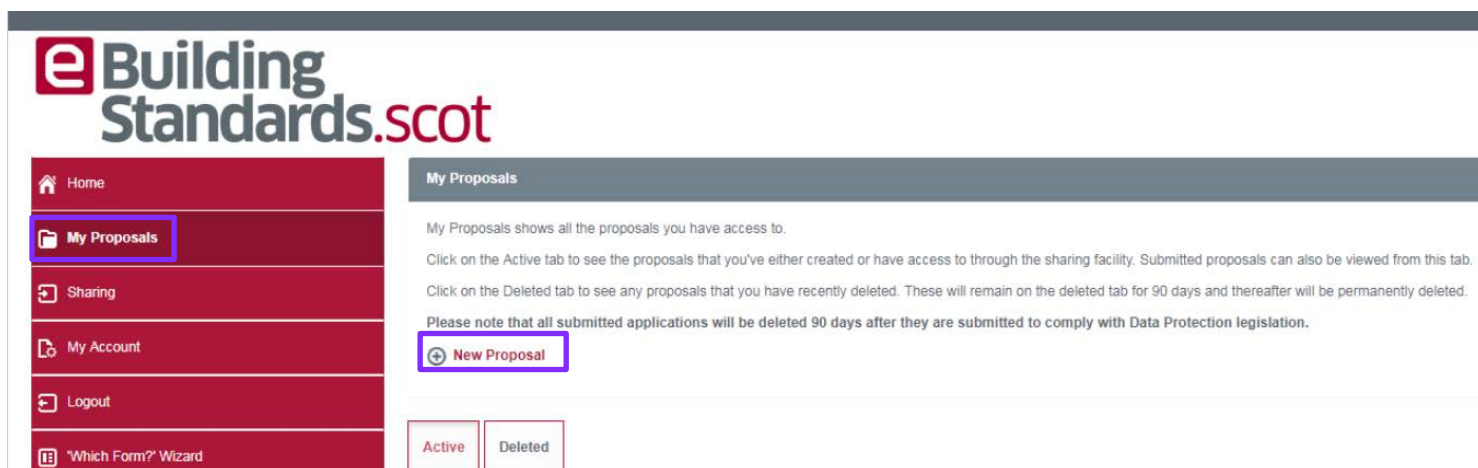
- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

How to submit Notice Regarding Start of Works – New Proposal

If you have a proposal already in with us but do not have the proposal on your eBuilding Standards account, you can still upload these via. The portal.

Ensure you know your reference number from Aberdeen City Council – Please call us if you do not know this – it will be 6 digits long and all numbers (**example** '190230')

- Go to the eBuilding Standards page and click on 'My Proposals' then select 'New Proposal' (this will not create a brand-new warrant as you will have a list of things to choose from)



- You will then have 5 steps to complete;
- Enter the site address by searching by; postcode, street name or you can input the site address if the development is not yet built
- Create the proposal name (this is for your own use we do not see this so name it whatever is easiest for you to identify)
- Then you want to 'select forms from a list' – Ensure you select 'Notice Regarding Start of Work'
- Create a New Proposal – Double Check your info is correct then click 'Create Proposal'

- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Create a New Proposal - Step 5 of 5

User Guide | Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

Below are the details entered for the creation of a new proposal.

Proposal Name: Alterations

Proposal Description: Various works

Site Address: ABERDEEN CITY COUNCIL, MARISCHAL COLLEGE, BROAD STREET, ABERDEEN, .

Selected Forms

The Local Authority for this proposal is **Aberdeen City Council**. The application form(s) you are about to complete has been issued by this site on behalf of t

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website [Terms and Conditions](#) (Data Protection) and, if I am not the applicant(s), I undertake to draw the applicant(s) attention to

- Notice Regarding Start of Work

Previous Create Proposal

- You will be taken to your 'Proposal Summary' page, under 'Draft Forms' you will find your 'Notice Regarding Start of Work' form here, click on this to open

e Building Standards.scot

HomeMy ProposalsSharingMy AccountLogout'Which Form?' WizardFee Calculator

eDevelopment Services

eDevelopment.scot

ePlanning.scot

Proposal Summary

Delete Proposal | New Proposal

Summary

Rear Extension - Joe Bloggs
Single storey rear extension for Mr Bloggs
[Edit Proposal Details](#)

Status:	Active
Primary Contact:	Emma Laird
Date Started:	22/01/2019
Proposal Reference:	500150977

Draft Forms

To complete the proposal click on the form.

Notice Regarding Start of Work

Add Additional Forms

- Once you have clicked on ‘Additional Supporting Documents’ you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Application Summary

Notice Regarding Start of Work

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-013

Item	Status
Main Details	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Declaration	✗ incomplete

Back to Proposal Summary

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Application Summary

Notice Regarding Start of Work

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-013

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete

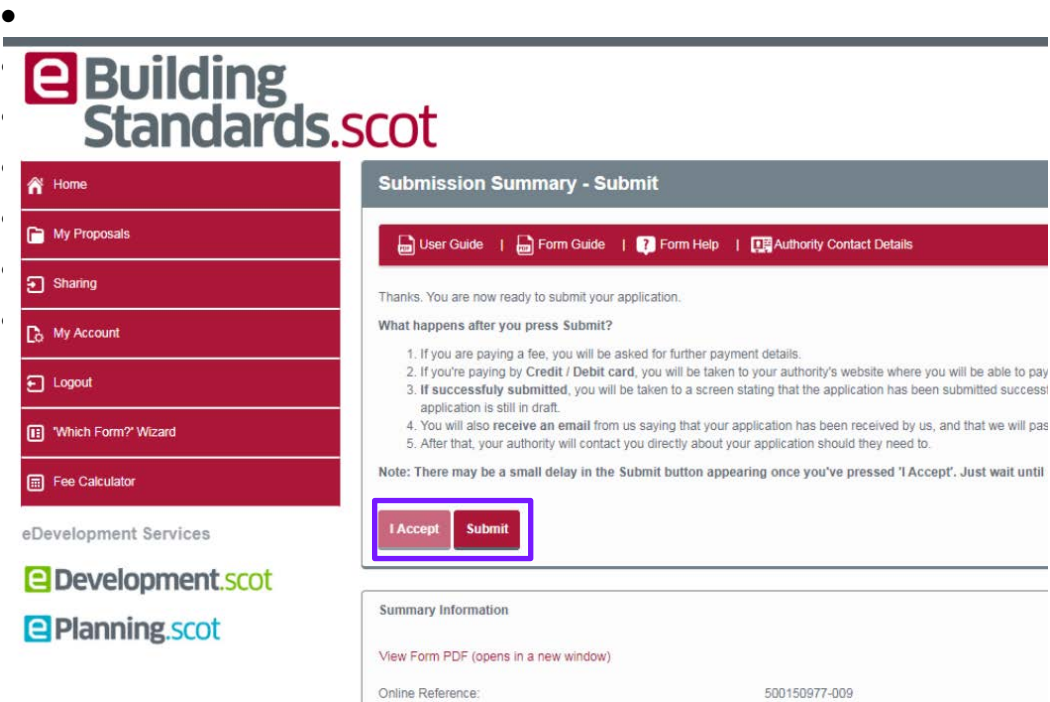
You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

Back to Proposal Summary

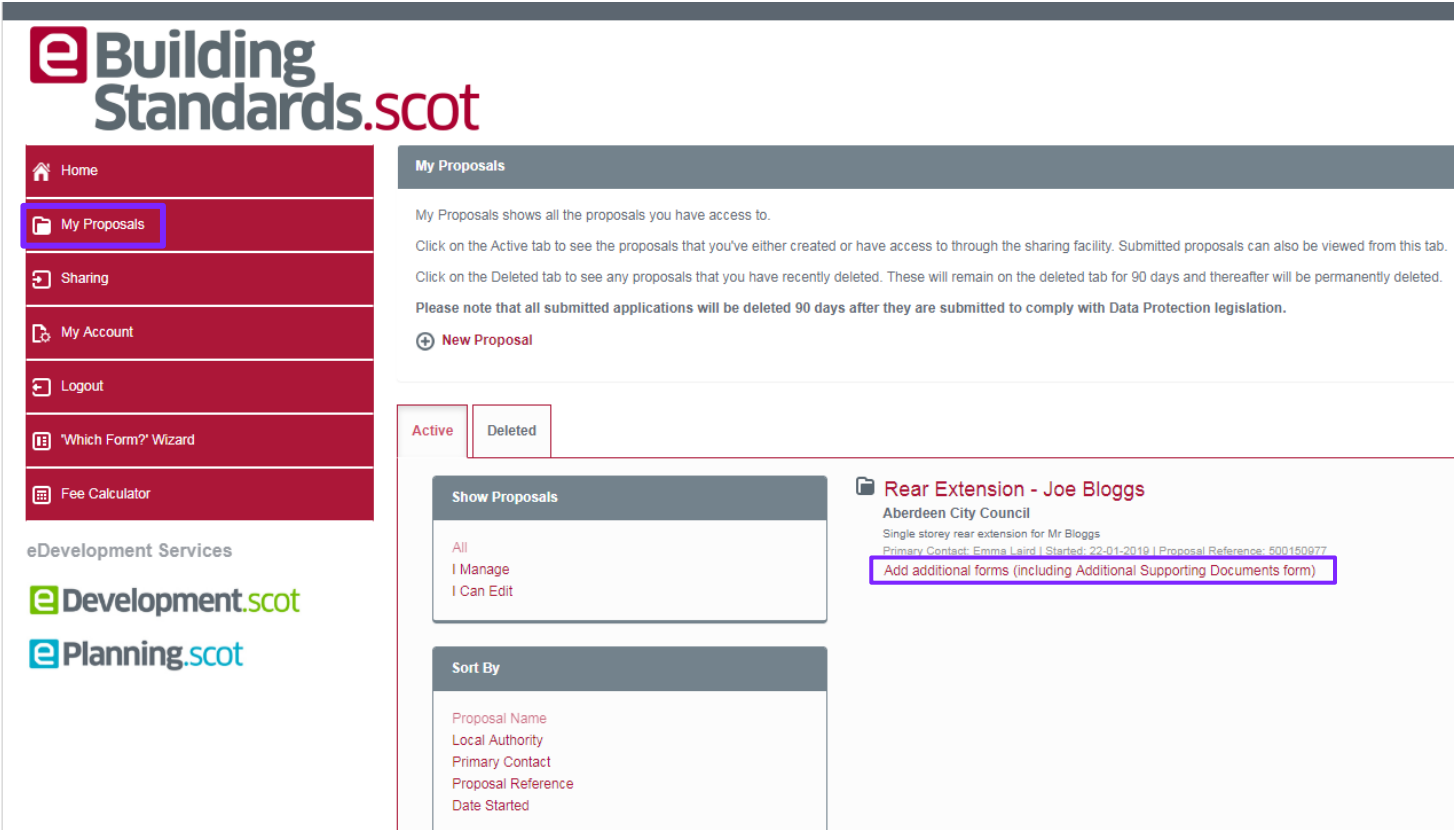
- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**



- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 523470.

How to submit Additional Documents – Existing Proposal

- Go to the eBuilding Standards page and click on ‘My Proposals’ here you will find any existing proposals you have submitted
- Under every active proposal you will see ‘Add additional forms’ once you have identified the correct proposal click on this



- Once you have clicked on ‘Add additional forms’ you will be faced with 2 options, you want to select option 1 ‘Add from a list of standard forms’

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Add Additional Form

Please select the required option.

☒ Add from a list of standard forms
Recommended for agents and experienced applicants who already know which form(s) they need.

☐ Copy from an existing proposal
Recommended for those who are submitting more than one of the same form type to the Local Authority with similar or exactly the same details.

Continue

[Back to Proposal Summary](#)

- This will then take you to all online forms that can be submitted via eBuilding Standards, scroll down to the 7th option and select 'Additional Supporting Documents' then add

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

Development.scot

Planning.scot

Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

☐ Application for Building Warrant
This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.

☐ Application for Amendment of Building Warrant
This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.

☐ Notice of Intention To Use An Approved Certifier of Construction
This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.

☐ Notice Regarding Start of Work
This form is used to inform the local authority of the date that the work will start/has started.

☐ Notice of Work Stages Complete
This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).

☐ Completion Certificate
This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.

☒ Additional Supporting Documents
This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.

☐ Application for Temporary Occupation or Use
This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

☐ Application to Extend Period of Validity of Building Warrant
This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.

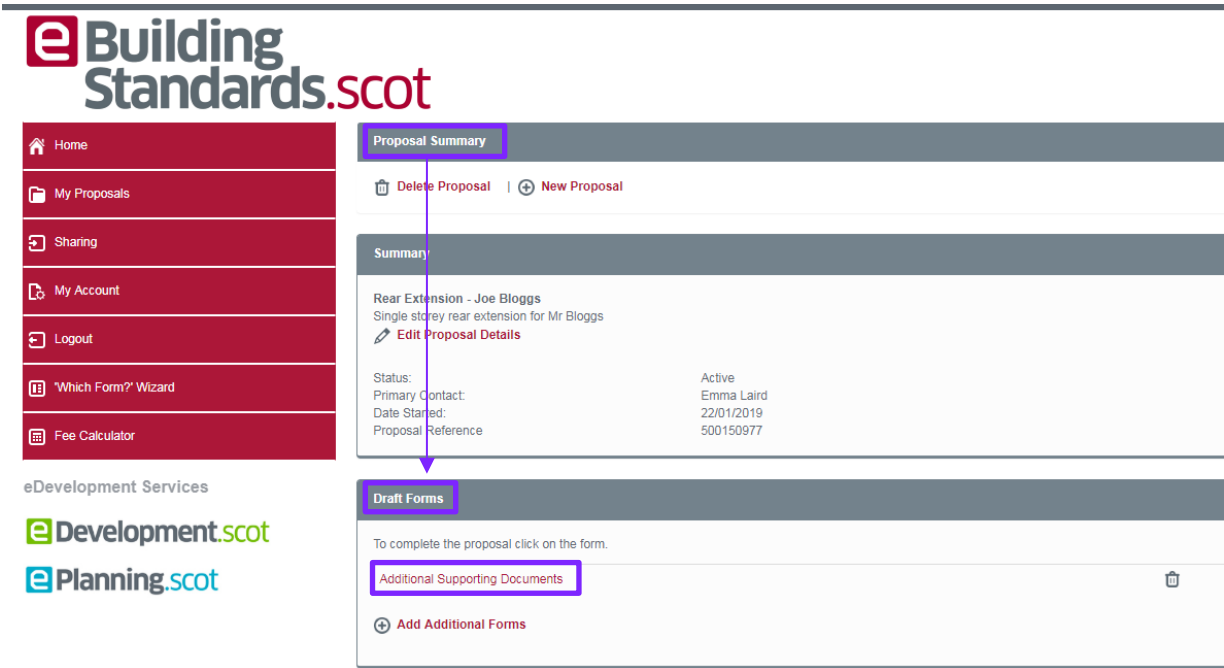
☐ Application to Extend Period of Use of Limited Life Building
This form is used to request an extension to the period of use of a limited life building.

☐ Application for Discharge or Variation of a Continuing Requirement
This form is used to request the discharge, or variation, of a continuing requirement.

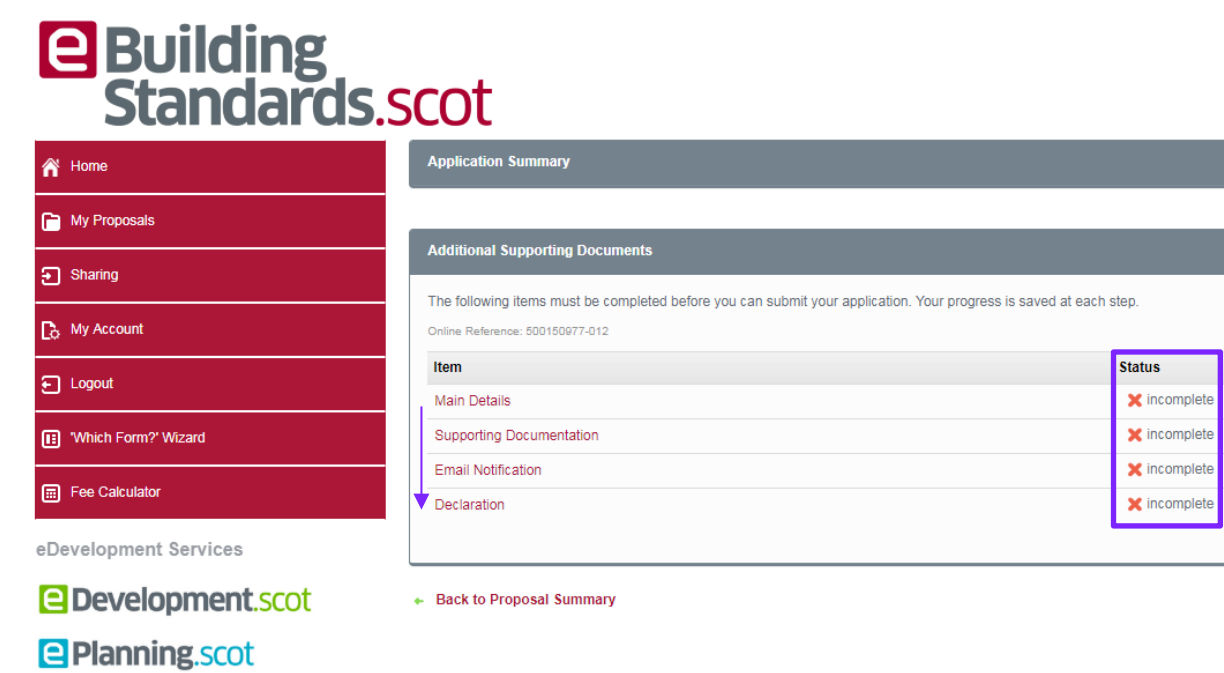
☐ Completion Certificate Where No Building Warrant Obtained Submission
This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Cancel Add

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Additional Supporting Documents’ form here, click on this to open



- Once you have clicked on ‘Additional Supporting Documents’ you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted
- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Application Summary

Additional Supporting Documents

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-012

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Submission Summary - Submit

User Guide | Form Guide | Form Help | Authority Contact Details

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.

2. If you're paying by Credit / Debit card, you will be taken to your authority's website where you will be able to pay

3. If successfully submitted, you will be taken to a screen stating that the application has been submitted successfully and the application is still in draft.

4. You will also receive an email from us saying that your application has been received by us, and that we will pass it on to your authority.

5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept | Submit

Summary Information

View Form PDF (opens in a new window)

Online Reference: 500150977-009

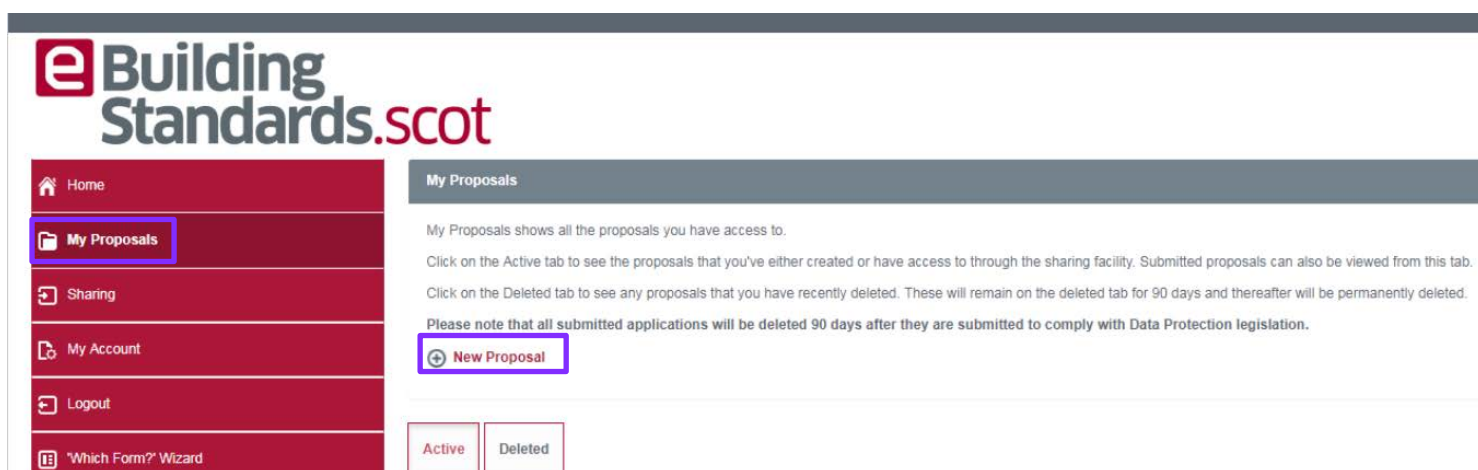
- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

How to submit Additional Documents – New Proposal

If you have a proposal already in with us but do not have the proposal on your eBuilding Standards account, you can still upload these via. The portal.

Ensure you know your reference number from Aberdeen City Council – Please call us if you do not know this – it will be 6 digits long and all numbers (**example** '190230')

- Go to the eBuilding Standards page and click on 'My Proposals' then select 'New Proposal' (this will not create a brand-new warrant as you will have a list of things to choose from)



- You will then have 5 steps to complete;
- Enter the site address by searching by; postcode, street name or you can input the site address if the development is not yet built
- Create the proposal name (this is for your own use we do not see this so name it whatever is easiest for you to identify)
- Then you want to 'select forms from a list' – Ensure you select 'Additional Supporting Documents'
- Create a New Proposal – Double Check your info is correct then click 'Create Proposal'

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 5 of 5

User Guide

Authority Contact Details

This is the summary page of the proposal you are about to create.

Proposal Summary

Below are the details entered for the creation of a new proposal.

Proposal Name:

Alterations to dwelling - J Bloggs

Proposal Description:

Broad Street, AB10 1AB

Site Address:

ABERDEEN CITY COUNCIL, MARISCHAL COLLEGE, BROAD STREET, ABERDEEN, AB10 1AB.

Selected Forms

The Local Authority for this proposal is **Aberdeen City Council**. The application form(s) you are about to complete has been issued by this site on behalf of the Local Authority.

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website [Terms and Conditions](#) (Data Protection) and, if I am not the applicant(s), I undertake to draw the applicant(s) attention to that clause.

Additional Supporting Documents

Previous

Create Proposal

- You will then be taken to the Proposal Summary and under ‘Draft Forms’ you will find your additional documents form – click on this

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Proposal Summary

Delete Proposal

New Proposal

Summary

Rear Extension - Joe Bloggs

Single storey rear extension for Mr Bloggs

Edit Proposal Details

Status:

Active

Primary Contact:

Emma Laird

Date Started:

22/01/2019

Proposal Reference:

500150977

Draft Forms

To complete the proposal click on the form.

Additional Supporting Documents

Add Additional Forms

- Once you have clicked on ‘Additional Supporting Documents’ you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services



Application Summary

Additional Supporting Documents

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150677-012

Item	Status
Main Details	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Declaration	✗ incomplete

← Back to Proposal Summary

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted
- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’ & ‘SUBMIT’**

- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services
eDevelopment.scot
ePlanning.scot

Application Summary

Additional Supporting Documents

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-012

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

[← Back to Proposal Summary](#)

- Home
- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services
eDevelopment.scot
ePlanning.scot

Submission Summary - Submit

User Guide | Form Guide | Form Help | Authority Contact Details

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by Credit / Debit card, you will be taken to your authority's website where you will be able to pay
3. **If successfully submitted**, you will be taken to a screen stating that the application has been submitted successfully. application is still in draft.
4. You will also receive an email from us saying that your application has been received by us, and that we will pass
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept Submit

Summary Information

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500150977-009

- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

Completion Certificate Submission – Existing Proposals

- Go to the eBuilding Standards page and click on 'My Proposals' here you will find any existing proposals you have submitted
- Under every active proposal you will see 'Add additional forms' once you have identified the correct proposal click on this

Building Standards.scot

Home | **My Proposals** | Sharing | My Account | Logout | 'Which Form?' Wizard | Fee Calculator

eDevelopment Services
Development.scot
Planning.scot

My Proposals

My Proposals shows all the proposals you have access to.
Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.
Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.
Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

[New Proposal](#)

Active | Deleted

Show Proposals

All
I Manage
I Can Edit

Sort By

Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started

Rear Extension - Joe Bloggs
Aberdeen City Council
Single storey rear extension for Mr Bloggs
Primary Contact: Emma Laird | Started: 22-01-2019 | Proposal Reference: 500150977
[Add additional forms \(including Additional Supporting Documents form\)](#)

- Once you have clicked on 'Add additional forms' you will be faced with 2 options, you want to select option 1 'Add from a list of standard forms'

Building Standards.scot

Home | My Proposals | Sharing | My Account | Logout | 'Which Form?' Wizard | Fee Calculator

eDevelopment Services
Development.scot
Planning.scot

Add Additional Form

Please select the required option.

☒ Add from a list of standard forms
Recommended for agents and experienced applicants who already know which form(s) they need.

☐ Copy from an existing proposal
Recommended for those who are submitting more than one of the same form type to the Local Authority with similar or exactly the same details.

[Continue](#)

[Back to Proposal Summary](#)

- This will then take you to all online forms that can be submitted via eBuilding Standards, scroll down to the 6th option and select ‘Completion Certificate’ then ‘Add’

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

☐ Application for Building Warrant

☐ Application for Amendment of Building Warrant

☐ Notice of Intention To Use An Approved Certifier of Construction

☐ Notice Regarding Start of Work

☐ Notice of Work Stages Complete

☒ Completion Certificate

☐ Additional Supporting Documents

☐ Application for Temporary Occupation or Use

☐ Application to Extend Period of Validity of Building Warrant

☐ Application to Extend Period of Use of Limited Life Building

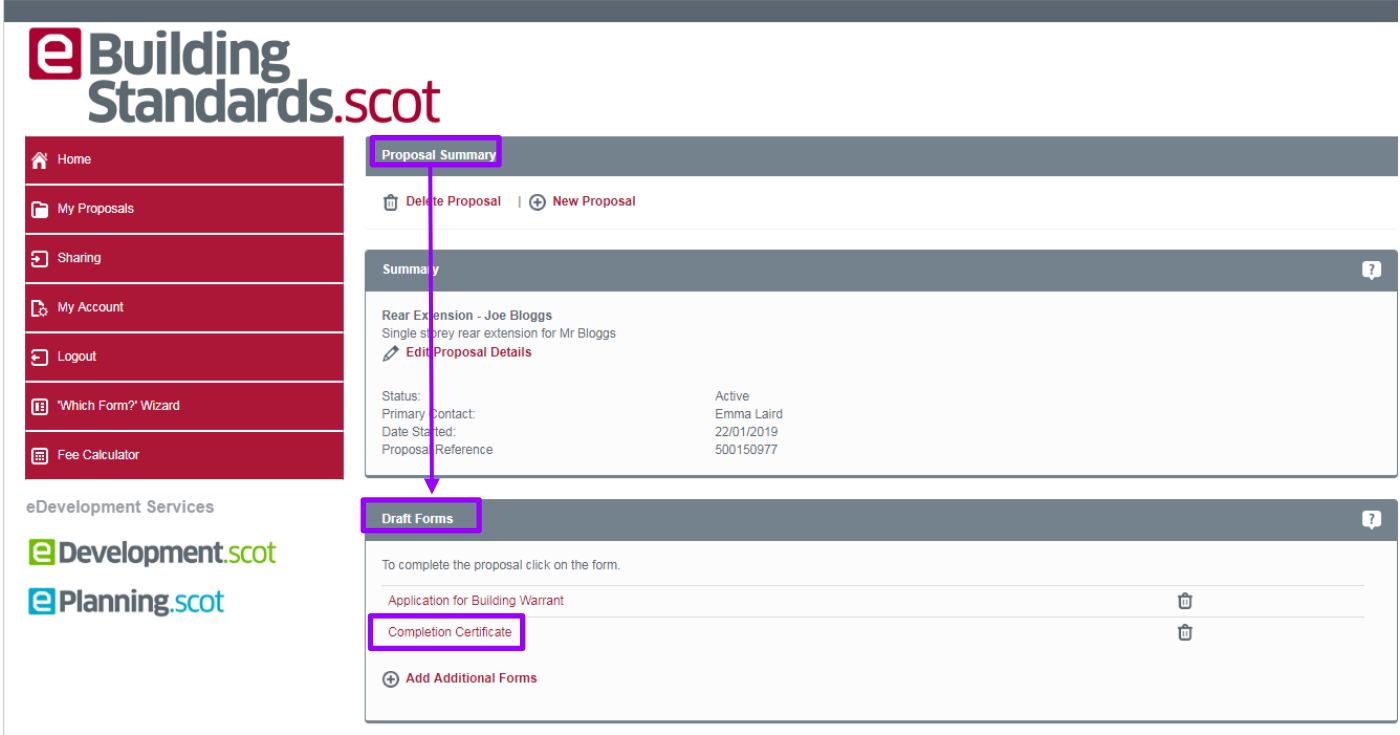
☐ Application for Discharge or Variation of a Continuing Requirement

☐ Completion Certificate Where No Building Warrant Obtained Submission

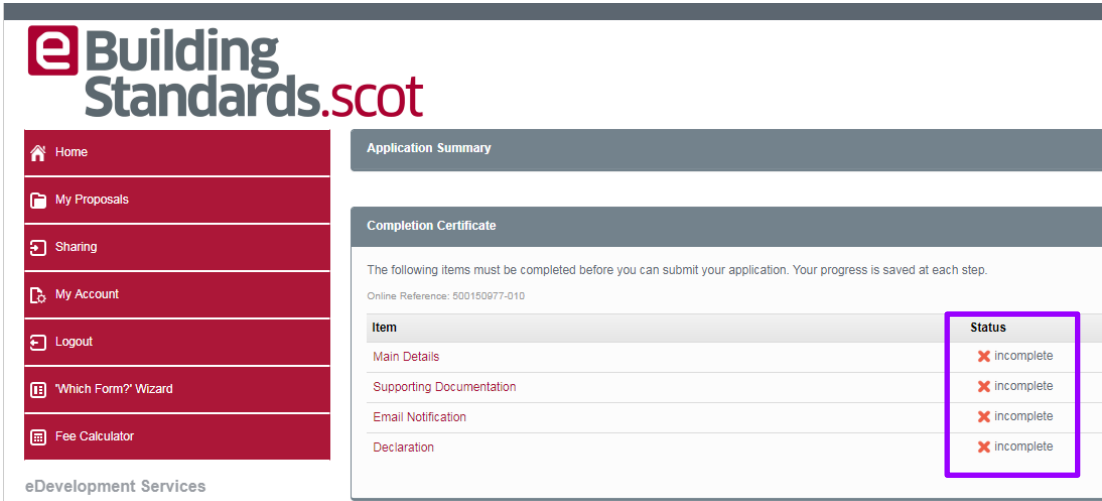
Cancel

Add

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Completion Certificate’ form here, click on this to open



- Once you have clicked on ‘Completion Certificate’ you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



***NOTE: Completion Certificates for different Plot Numbers**

In ‘Main Details’ when you come to the question ‘Does this submission cover all the work under the building warrant?’ Please select ‘No’ this will then take you to a text box where you can write which plot number and/or address the submission covers

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted

- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Application Summary

Completion Certificate

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-010

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

[← Back to Proposal Summary](#)

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Submission Summary - Submit

User Guide | Form Guide | Form Help | Authority Contact Details

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by **Credit / Debit card**, you will be taken to your authority's website where you will be able to pay
3. If **successfully submitted**, you will be taken to a screen stating that the application has been submitted successfully. application is still in draft.
4. You will also receive an **email** from us saying that your application has been received by us, and that we will pass
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the **Submit** button appearing once you've pressed 'I Accept'. Just wait until

I Accept

Submit

Summary Information

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500150977-009

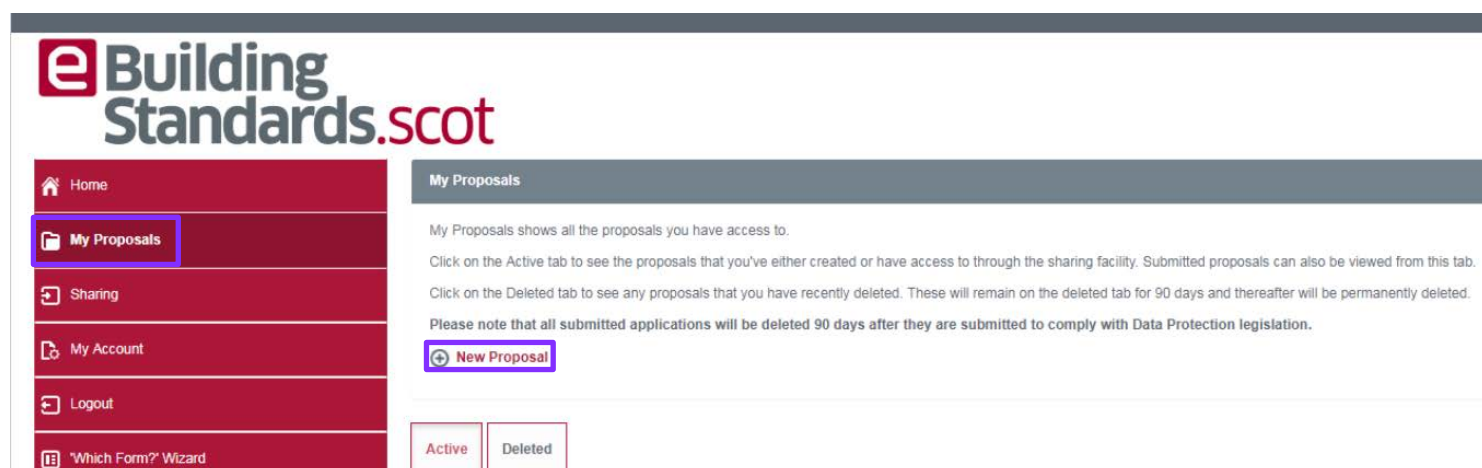
- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.

Completion Certificate Submission – New Proposals

If you have a proposal already in with us but do not have the proposal on your eBuilding Standards account, you can still upload these via. The portal.

Ensure you know your reference number from Aberdeen City Council – Please call us if you do not know this – it will be 6 digits long and all numbers (**example** '190230')

- Go to the eBuilding Standards page and click on 'My Proposals' then select 'New Proposal' (this will not create a brand-new warrant as you will have a list of things to choose from)



- You will then have 5 steps to complete;
- Enter the site address by searching by postcode, street name or you can input the site address if the development is not yet built
- Create the proposal name (this is for your own use we do not see this so name it whatever is easiest for you to identify)
- Then you want to 'select forms from a list'

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Create a New Proposal - Step 4 of 5

User Guide

Authority Contact Details

This page allows you to continue with the proposal creation and add forms.

Select Online Forms

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

Select forms using a wizard

Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

Select forms from a list

Choosing this option allows you to explicitly select the forms that you need.

Create proposal without forms. Add forms later or copy from previous proposals

Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from

Previous

Select

- You will have 12 forms to choose from, in this case you want to select the 6th option ‘Completion Certificate’

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Add Form

Choose one or more forms to add to your proposal.

Online Forms

Select the forms you want to add.

Application for Building Warrant

This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building

Application for Amendment of Building Warrant

This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.

Notice of Intention To Use An Approved Certifier of Construction

This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.

Notice Regarding Start of Work

This form is used to inform the local authority of the date that the work will start/has started.

Notice of Work Stages Complete

This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).

☒ Completion Certificate

This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.

Additional Supporting Documents

This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.

Application for Temporary Occupation or Use

This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.

Application to Extend Period of Validity of Building Warrant

This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.

Application to Extend Period of Use of Limited Life Building

This form is used to request an extension to the period of use of a limited life building.

Application for Discharge or Variation of a Continuing Requirement

This form is used to request the discharge, or variation, of a continuing requirement.

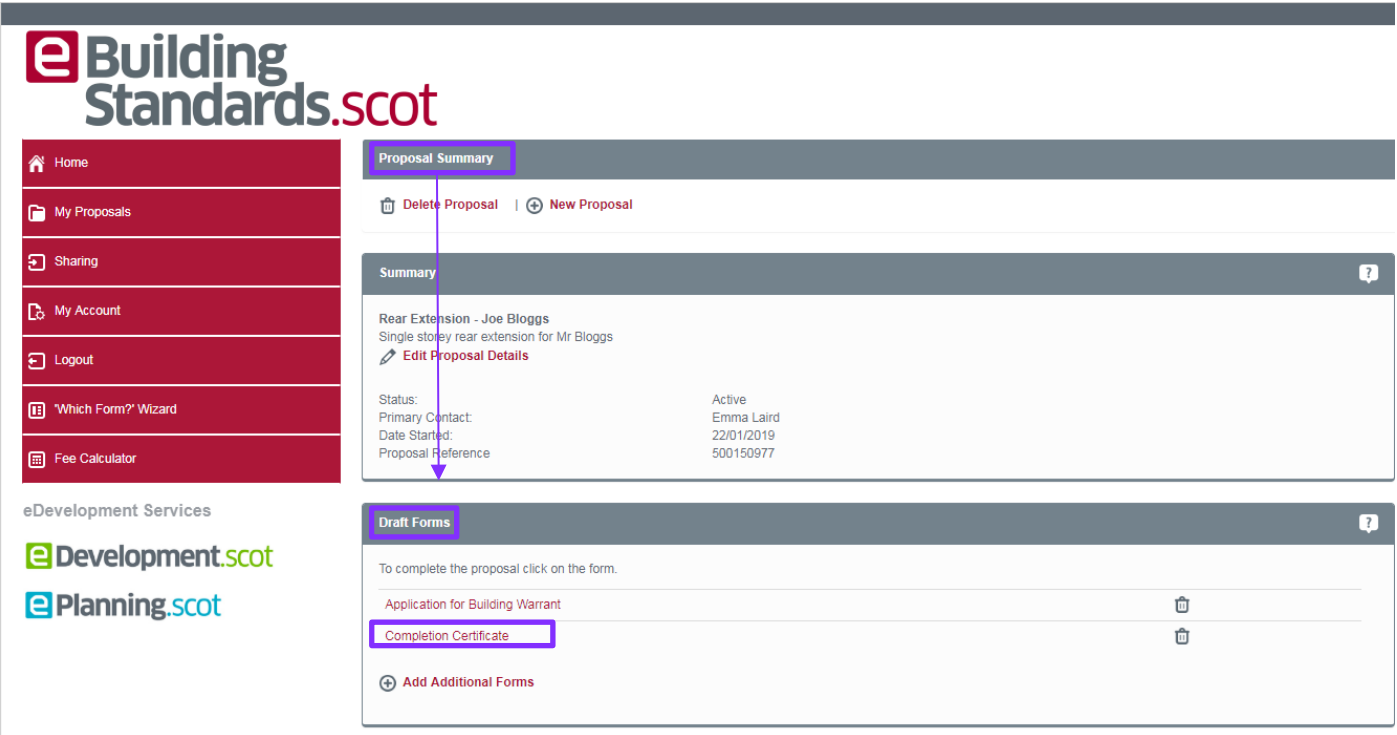
Completion Certificate Where No Building Warrant Obtained Submission

This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

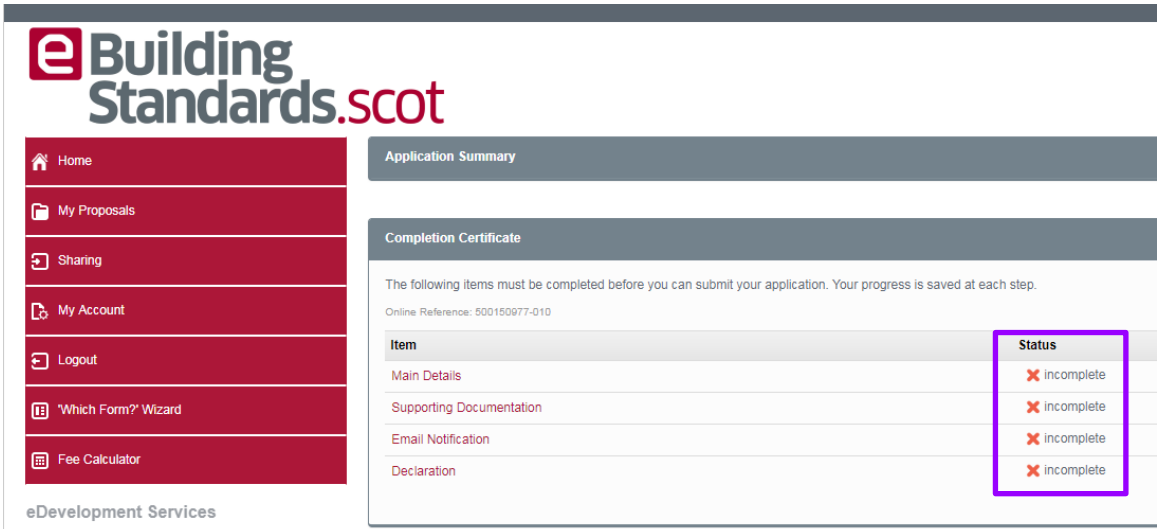
Cancel

Add

- You will be taken to your ‘Proposal Summary’ page, under ‘Draft Forms’ you will find your ‘Completion Certificate’ form here, click on this to open



- Once you have clicked on ‘Completion Certificate’ you will be taken to the Application Summary, you will then have 4 fields to complete (start from the top ‘Main Details’ and finish at the bottom ‘Declaration’)



***NOTE: Completion Certificates for different Plot Numbers**

In ‘Main Details’ when you come to the question ‘Does this submission cover all the work under the building warrant?’ Please select ‘No’ this will then take you to a text box where you can write which plot number and/or address the submission covers

- Once all fields are completed you will have 4 green ticks like below – Please note these ticks **do not** mean your application has been submitted

- You will then see below ‘Declaration’ a ‘next’ button has appeared, please click this and continue to the declaration summary page and click **‘I ACCEPT’** & **‘SUBMIT’**

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Application Summary

Completion Certificate

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500150977-010

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete

You have now completed all sections.

Click Next to review your form and make any payments, if necessary.

Next

[← Back to Proposal Summary](#)

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

Submission Summary - Submit

[User Guide](#) | [Form Guide](#) | [Form Help](#) | [Authority Contact Details](#)

Thanks. You are now ready to submit your application.

What happens after you press Submit?

1. If you are paying a fee, you will be asked for further payment details.
2. If you're paying by **Credit / Debit card**, you will be taken to your authority's website where you will be able to pay
3. **If successfully submitted**, you will be taken to a screen stating that the application has been submitted success! application is still in draft.
4. You will also **receive an email** from us saying that your application has been received by us, and that we will pas
5. After that, your authority will contact you directly about your application should they need to.

Note: There may be a small delay in the Submit button appearing once you've pressed 'I Accept'. Just wait until

I Accept

Submit

Summary Information

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500150977-009

- Once your application has successfully been submitted you will get a conformation page from the portal stating this has been submitted with an online reference – if you do not receive this conformation the application may not be submitted correctly if this happens please call us on 01224 053746.