

Guidance notes for submitting a completion certificate

Introduction

When you submit a Completion Certificate, you confirm a building has been constructed, demolished or converted in line with the relevant Building Warrant, and that it meets the building regulations.

When to use this form

Use this form when submitting a Completion Certificate once the building work, demolition or conversion has been completed.

Who should fill in the form?

The 'relevant person' must submit the Completion Certificate. You are the relevant person if you are:

- the owner, tenant or developer doing the building work or conversion yourself
- the owner, tenant or developer who has employed a builder to do the work for you, or
- the owner, if the tenant, developer or builder has not submitted the certificate (and they should have done so).

You can also authorise someone else to submit the Completion Certificate on your behalf. However, as the relevant person, you will still be responsible for making sure the work complies with building regulations.

Information you should provide with your submission

If relevant, you should upload the following information to support your submission.

- Any certificate of construction issued by an approved certifier of construction
- A notification of finalisation of details model form (Q), if a certificate from an approved certifier of design provided at the building warrant approval stage included details which had yet to be designed (you can access the model form (Q) at <https://www.gov.scot/publications/building-standards-forms/>)
- A fire safety design summary
- An Energy Performance Certificate
- A statement of sustainability



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What happens if the local authority do not accept my Completion Certificate?

A Local Authority must accept a Completion Certificate if, after making reasonable inquiries, they are satisfied that the work or conversion meets the relevant Building Warrant and building regulations.

If the work or conversion does not meet the building regulations, or is not carried out in line with the Building Warrant, the Local Authority will reject the Completion Certificate. If you receive a rejected certificate, the person who submitted the certificate can appeal to the sheriff court against the decision.

Electronic communication

All correspondence will be by email. If you do not want to use email, please tell the Local Authority.

You should send all correspondence and documents relating to a completion certificate through the eBuildingStandards portal.

