

Guidance notes for submitting a Completion Certificate where there is no Warrant

Introduction

A Completion Certificate confirms that a building has been constructed, altered, demolished or converted in line with the building regulations that apply at the time you submit the Completion Certificate.

When to use this form

Use this form to tell the Local Authority when you are submitting a Completion Certificate for building work that has been carried out and completed, or where you have carried out demolition work or a conversion without a Building Warrant when one was required.

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 building 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 that the work (or conversion) was carried out in line with building regulations.

Information you should provide with your completion certificate

The Completion Certificate should include enough information to allow the Local Authority to check that the work carried out meets the building regulations that apply at the time you submit the certificate.

Note: The local authority can decide how much information they need. If you are providing a certificate of design or construction, you must upload these as supporting documents.



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You should submit a block plan with your application. This should be to a scale of not less than 1:1250, although a scale of 1:500 is preferred. It should show:

- the size and position of the building, and any adjoining building as it affects the proposal
- a north point
- the position, width and ground level of any road, court or footway adjoining the building or from which there is access to the building
- the boundaries with land that is occupied by someone other than you, and
- any notional boundaries needed to meet the standards. (A notional boundary is used to determine the safe distance between buildings under the same ownership, or compartments within a building, where there may be a risk of fire spreading between them.)

Note: If the position of your building (or property or site) cannot be identified from the block plan, you may also need to submit an additional location plan, drawn to a scale of not less than 1:2500.

The local authority may also need the following drawings, depending on the type of building work you propose.

- Plans of the foundations, each floor and any roof
- Sections through the building
- An elevation of each face of the building

The drawings should include the following.

- The level of the site of the building, lowest floor and adjacent ground (including any road), all in relation to one another and known ground levels.
- The position, materials and dimensions of foundations, walls, windows (including opening area and direction of opening), doors (including direction of opening), floors, roofs, chimneys and flues, ventilators and ventilation ducts, stairs, landings and balconies, protective barriers and any other parts of the building the Local Authority asks for details of.



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- Details of construction, including any frame and size and position of reinforcing material.
- Details of how loading and strength have been calculated for structural work.
- An indication of any fire-resisting compartment and separating walls and floors, including details of any fire-protection measures.
- The position, materials and dimensions, including gauge or weight, of any damp-proof course or other moisture barrier.
- The position of any sanitary ware, including toilet pans, sinks, showers and so on, or any other built-in equipment.
- The position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination, and means of ventilation of every drain and the relationship to any sewer, sewage treatment work or other outlet drains will run into).
- The position, materials, dimensions and form of any traps, manholes and access openings.
- Relevant information necessary to show that the work will be carried out in line with building regulations 13, 14, 15 and 17.
- The position and dimensions of any lift well, lift car, machine room and platform lift.
- Fire escape routes, including dimensions.
- The position of any ground hydrants, fire mains and fire appliance access.
- Any extra information requested by the local authority to allow them to properly consider your application, such as ground condition or fire engineering reports.

For buildings with sleeping accommodation, the drawings should also include:

- the position and number of socket outlets, carbon-monoxide and smoke alarms in homes
- the position of automatic fire alarms and carbon-monoxide alarms in residential buildings, and
- the position of automatic life-safety fire-suppression systems in residential-care buildings.



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When you are providing further information, you can include it in a written specification sent with the plans. However, if an approved certifier of design is covering specific aspects of the design, further information may not be necessary. For complex buildings, strategy diagrams for structure and fire may be required, even if an approved certifier of design is used.

Each drawing submitted as part of your application must have a unique reference number. When uploading the plans to the eBuildingStandards portal, you must include a unique reference number on the 'Additional Supporting Documentation' page if asked. If you are uploading revised versions of plans you have already submitted, you need to include the amended revision reference number.

The Local Authority may ask you to highlight or shade the completed work to allow them to easily see the extent of the work being carried out and the materials being used.

Approved certifiers of design or construction

The Building (Scotland) Act 2003 allows the design or construction of building work to be certified by people who are qualified, competent and experienced in meeting the building regulations, without the need for Local Authorities to carry out inspections or examine designs in detail. (Please see 'Fees' below for information about discounts that are available when using approved certifiers of design and construction).

If you use an approved certifier you will be eligible for a discount on your Completion Certificate submission fee. To get the discount, you must upload a certificate of design or construction to support your application.

Certification is optional in Scotland and is only relevant to work that needs a Building Warrant.

There are certification of design schemes for structure and energy and certification of construction schemes for electrical installations, plumbing, drainage and heating installations.



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You can find more information on approved certifiers at:

<https://www.gov.scot/policies/building-standards/building-approval-process/>

Fees

Fees for Completion Certificates where you did not get a Building Warrant are set by the Building (Fees) (Scotland) Regulations 2004. The fee is based on the 'value of the work' carried out.

If you apply for a Completion Certificate where you did not get a Building Warrant, the fee is three times what the Building Warrant application fee would have been for the same work. This fee reflects the increased work a local authority will have in establishing whether the work (or conversion) meets the building regulations.

When calculating the value of the work, you must use the normal market costs and not any discounted costs which you might have achieved. For example, in the case of a self-build project, labour may have been unpaid, but you should include a fair assessment of the value of labour costs as if a commercial contractor had been used. In the estimated value of the work, you do not need to include work which does not need a Building Warrant, for example, decoration, floor coverings and so on. However, you should include temporary and preliminary work relating to the permanent work that is necessary to meet the building regulations.

If the Local Authority think that the estimated value you provide is incorrect, they will check the amount using an industry-recognised index of building costs, for example the RICS Building Cost Information Surveys of Tender Prices. This gives the average, lowest and highest prices in £ per m² for work. It also provides a modifier that can be applied to reflect geographical variations throughout Scotland.

If a local authority think the value of the work should be higher than stated, they can refuse to consider your application unless the value is increased and the appropriate fee paid.

There is no fee for work to alter or extend a home to make it suitable for use by a disabled person. This relates specifically to work to provide facilities for disabled people. A disabled person is defined in the building regulations as 'a person with a



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physical, hearing or sight impairment which affects their mobility or their use of buildings’.

Fee discounts

The fee for submitting a Completion Certificate where you did not get a Warrant is discounted if you have one or more certificates from either (or both) approved certifiers of design or construction.

The discounts vary, depending on the estimated value of the work and are based on what the discount would have been for the Building Warrant application fee where the work had not been started.

You can find full details of the fees and discounts in chapters 3.13 and 3.14 of the [Building Standards Procedural Handbook](#).

What happens if the Local Authority do not accept my Completion Certificate?

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

If the building work or conversion does not meet the building regulations, the Local Authority will reject your Completion Certificate. If this happens, 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 where you have no Warrant through the eBuildingStandards portal. (For example, drawings that have been revised or amended in response to a report on the work from the local authority.)

