



Prior to submitting the attached Completion Certificate please read this note to ensure that the correct person completes & signs the Certificate as incorrectly completed Certificates will be rejected and may cause delays in occupying a property

COMPLETION CERTIFICATE SUBMISSION

Why a completion certificate is needed

A completion certificate is needed to confirm that a building has been constructed, demolished or converted in accordance with the relevant building warrant and complies with the building regulations. A certificate is also generally required when selling a property. It is the responsibility of the **relevant person** to ensure good building practice that building regulations are adhered to and works are in accordance with approved plans. Building Standards officials will make site visits but cannot regularly or sufficiently monitor all construction work. Consequently, the **relevant person** should ensure that adequate procedures are in place to allow the completion certificate to be properly submitted. It is an offence to submit a completion certificate that is known to be false. It is also an offence to occupy a new building, a conversion or an extension unless the relevant completion certificate submission has been accepted by Building Standards.

Who should submit a completion certificate

On completion of work for which a Building Warrant is required, the '**relevant person**' must submit a completion certificate. The '**relevant person**' is defined in the Building (Scotland) Act 2003 at section 17(10) and on the accompanying certificate but can be summarised as:

- the **owner** or **tenant** doing the building work or conversion for themselves; or
- the **owner** or **tenant** even if they employed a builder to do work for them; or
- the **owner**, where the tenant for some reason has not submitted the certificate when they should have done so.
- an **authorised agent**, previously notified to the Local Authority, may also submit the Completion Certificate on behalf of the **relevant person**. In such cases they should include the name of the **relevant person (as above)** at section 1 and give their own details at section 2 on the Completion Certificate Submission.

In circumstances where the **relevant person** is not the building owner, the **owner** must always be named on the completion certificate, as the procedure regulations require an owner to be notified when a completion certificate is accepted or rejected.

Please remove this guidance note prior to the submission of the attached Completion Certificate to the Council