



PLEASE SEND YOUR COMPLETED APPLICATION FORM TO THE AREA OFFICE CLOSEST TO THE LOCATION OF YOUR PROJECT.

For Official Use Only:
Reference No.
Date of Receipt

APPLICATION FOR CERTIFICATE OF COMPLETION

The undernoted applicant hereby makes application for a Certificate of Completion in accordance with Section 9 of the Building (Scotland) Act 1959.

1(a) Applicant (IN BLOCK CAPITALS) Full Name..... Address..... Post Code..... Tel. No.	1(b) Agent Full Name..... Address..... Post Code..... Tel. No.....
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2. Certificate of Completion is sought for the erection/alteration/extension* of the building(s) at:
 (*delete as appropriate)

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3. Date of Building Warrant and any Amendments

A Building Warrant was granted on.....
 Reference Number of Warrant.....

4. Date Works Completed

The works were completed on.....

5. Relaxation Directions

Was a Relaxation of the provisions of the Building Standards Regulations given ? YES NO

If YES, give date and Reference Number

DECLARATION

I/We* confirm that the operations at the above address have now been completed in accordance with the Building Standards Regulations as relaxed by the Local Authority* on _____ (date).
 The operations were carried out as laid down in the Building Warrant mentioned above and conform with any necessary plans (including drawings, specifications, and other particulars) endorsed in connection with the Warrant. (I/We* also enclose a certificate showing that the electrical installation complies with the terms of the Warrant. [I/We* also (a) confirm that the energy rating for the dwelling remains the same as that submitted with the Building Warrant Application or (b) enclose a corrected energy rating calculation for the completed dwelling].

SIGNED _____ (Applicant/Agent*) DATED _____

Your completed application form should be sent to the Area **OFFICE** closest to the location of your project.

For further information and advice please contact your local Building Standards Surveyor at the relevant area office

Bute & Cowal	Milton House, Milton Avenue, Dunoon, Argyll, PA23 7DU	01369 708606
Oban, Lorn & the Isles	Lorn House, Albany Street, Oban, Argyll, PA34 4AR	01631 567950
Mid Argyll, Kintyre & Islay	67 Chalmers Street, Ardrishaig, Argyll, PA30 8DX	01546 604070
Helensburgh & Lomond	Blairvadach, Shandon, Helensburgh, G84 8ND	01436 658882

NOTES

1. The Local Authority must either grant a Certificate of Completion or notify the applicant of their refusal to do so within 14 days of the date of receipt of the application for Certificate of Completion.
2. If the Local Authority refuse to grant a Certificate of Completion the applicant has the right of appeal to the Sheriff.