



**NORTH AYRSHIRE
COUNCIL**

**APPLICATION FOR CERTIFICATE OF COMPLETION
Building (Scotland) Act 1959, Section 9**

1. APPLICANT: _____

2. AGENT: _____

3. A Certificate of Completion is sought for the Erection/Extension/Alteration/Change of Use* of the building or buildings at:-

3a. HOUSING DEVELOPMENTS ONLY
PLOT NUMBER AND ADDRESS

4. DATE OF BUILDING WARRANT AND ANY AMENDMENTS
A Building Warrant was granted on:- _____
Reference Number of Warrant:- _____

5. DATE WORKS COMPLETED
The works were completed on:- _____

6. RELAXATION DIRECTIONS

Was a relaxation of the provisions of the Building Standards Regulations given? **YES/NO**

If so, give date and

reference number

7. 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 Secretary of State/Council* 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.]

Signature of applicant/agent*

Date

*Delete as appropriate

ADDRESS TO WHICH YOU SHOULD SEND YOUR APPLICATION

Building Standards
North Ayrshire Council
Cunninghame House
Irvine
KA12 8EE TEL: 01294 324300

WWW.NORTH-AYRSHERE.GOV.UK

NOTES

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