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SCOTTISH STATUTORY INSTRUMENTS

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**2004 No. 428**

**The Building (Procedure) (Scotland) Regulations 2004**

**PART VIII**

**PROCEDURE IN RELATION TO COMPLETION CERTIFICATES**

**Submission of Completion Certificates**

**41.** A completion certificate shall be submitted under section 17(1), (4) and (7) of the Act by submitting to the verifier—

- (a) a completion certificate in the prescribed form which shall—
  - (i) certify the matters referred to in section 17(2) of the Act and;
  - (ii) contain—
    - (aa) a description sufficient to identify the building (which must accord with the address for that building in the building standards register);
    - (bb) a statement of any continuing requirements imposed under section 22(2) of the Act;
    - (cc) information in relation to any certificates of construction submitted with the completion certificate in accordance with section 19 of the Act including the text of the actual certificate;
    - (dd) details of any amendments to the building warrant in respect of which the completion certificate certifies in accordance with section 17(2) of the Act; and
    - (ee) in the case of a completion certificate submitted in respect of a new dwelling constructed or created by conversion an energy rating calculated in accordance with the Government Standard Assessment Procedure;
- (b) in the case of a completion certificate submitted in accordance with section 17(4) of the Act—
  - (i) the prescribed fee;
  - (ii) such plans as would have been required for an application for a building warrant in respect of the work or conversion in accordance with regulation 4(1)(b) of these regulations
  - (iii) information in relation to any certificates of construction and design submitted with the completion certificate including the text of the actual certificate; and
- (c) such other information as the verifier may require.