

BA8

BUILDING (SCOTLAND) ACT 1959, SECTION 9

Application for Certificate of Completion

1 APPLICANT:

2 AGENT (if any):

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:

3 A Certificate of Completion is sought for the erection/alteration/extension* of the building or buildings at

4 DATE OF BUILDING WARRANT AND ANY AMENDMENTS:

BUILDING WARRANT REF NO: _____ Granted On: _____

AMENDMENTS: _____

5 DATE WORKS COMPLETED:

6 RELAXATION DIRECTIONS:

Was a Relaxation of the provisions of the Building Standards Regulations given? YES/NO (if YES please give reference and date): _____

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/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.

Signature of Applicant/Agent:* _____ Date: _____

* Delete as appropriate

NOTES

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

The completed application form should be signed and dated, and delivered to the appropriate Area Planning and Building Standards Office at one of the addresses given below.

<p>CAITHNESS Planning.sutherland@highland.gov.uk</p>	<p>Market Square Wick KW1 4AB</p>	<p>01955 607755</p>
<p>SUTHERLAND Planning.sutherland@highland.gov.uk</p>	<p>Drummuie, Golspie, KW10 6TA</p>	<p>01408 635352</p>
<p>ROSS AND CROMARTY Planning.rossandcromarty@highland.gov.uk</p>	<p>84 High Street, Dingwall, IV15 9JB</p>	<p>01349 868600</p>
<p>INVERNESS AND NAIRN Planning.inverness@highland.gov.uk</p>	<p>1-3 Church Street Inverness IV1 1DY</p>	<p>01463 720600</p>
<p>BADENOCH AND STRATHSPEY Planning.badenoch@highland.gov.uk</p>	<p>100 High Street Kingussie PH21 1HY</p>	<p>01540 661700</p>
<p>LOCHABER Planning.lochaber@highland.gov.uk</p>	<p>Fulton House, Gordon Square Fort William PH33 6XY</p>	<p>01397 707015</p>
<p>SKYE AND LOCHALSH Skye.planning@highland.gov.uk</p>	<p>King's House, The Green, Portree, Isle of Skye</p>	<p>01478 612412</p>