

APPLICATION FOR CONFIRMATION OF COMPLETION

Building (Scotland) Acts 1959 and Related Legislation

FOR OFFICE USE ONLY

REF:	
DATAP	
FEE DUE
FEE RECEIVED
RECEIPT NO.
CASH/CHEQUE	

Name and Address of applicant

Postcode	Telephone	Fax
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Owner and address of property

Postcode

Contact name & telephone number (day) (to arrange entry)

Telephone

Warrant dates and reference numbers

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DECLARATION

I/we* confirm that the operations at the above address have now been completed in accordance with the relevant Building Standards regulations. The operations were carried out as laid down in the above Building Warrant and conform with the documents endorsed in connection with the Warrant.

I/we* also enclose a Certificate showing that the electrical installation complies with the terms of the Warrant.

*Delete as appropriate

I have read the notes overleaf and hereby apply for "Confirmation of Completion"

Signature of applicant or agent Date

Notes for Guidance

- 1 A fee of £312.00* is charged for each application for Confirmation of Completion relative to one Building Warrant (and associated Amendments to Warrant). The application should be accompanied by a cheque for the required amount made payable to "Dumfries and Galloway Council". No inspection will be undertaken until the required fee is received.
*If a building warrant number is not provided and a search has to be done a System Search Fee of £50 will be required in addition making a total fee of £362.
- 2 The service is limited to a maximum of two inspections. A further fee is required for each additional inspection. This will be charged "At Cost". It is therefore important that all works identified following the first inspection are correctly implemented.
- 3 If relevant, the appropriate electrical certificate should be completed at the time of application.
- 4 On receipt of an application, arrangements will be made to inspect the property, following which:
 - (a) a letter of Confirmation of Completion will be issued; or
 - (b) a list of items requiring action by the applicant will be issued.

In the event that a copy of the Warrant drawings is not available either from the Council records or from the original architect, it will not be appropriate to issue a Statement of Completion. However, an inspection will be carried out to ascertain the nature of the works and a letter stating the Council's position in the matter issued.

- 5 Dependent on the nature of the works it may be necessary for the applicant to expose areas of the works for inspection.
- 6 deviations from the approved plans observed during inspections will, if appropriate, be included in any Confirmation of Completion. Major variations may require to be the subject of a further Building Warrant application.

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Tel: 01776 888417; or

Planning & Regulatory Services, Kirkbank, English Street, Dumfries, DG1 2HS Tel:
01387 260199.