

## Completion Submission (Multiple Submissions - Multi Plot Application) (\*Updated - 25 Feb 21\*)

This guide is to assist a site manager or agent when making completion submissions for a multi plot site (a site where there is more than one dwelling proposed). The guide will outline the process of making the submission and the method of submitting any additional certification (Electrical Certificates, EPC, Air Tightness, Gas Safe etc) for the individual plots and any communal areas.

**\*It is important to note that separate completion certificate submissions are required for each individual plot.**

**Note:** The City of Edinburgh Council do not administer this website and any issues relating to the online system should be reported to Scottish Government eBuilding Standards via the support section of their website.

1. Create an account on the ebuildingstandards website using the link below:

<https://www.ebuildingstandards.scot/eBuildingStandardsClient/>

2. Once the account is created login and enter the eBuilding Standards section as highlighted below:

**Getting started**  
You will need an account to get started. To create your account click on the 'Create an Account' button below.  
Once you are set up, just scroll down to find out how to get started on your application. If you need assistance you can download our user guide (below), or visit our Support tab located in the top-right corner of the site.

[Download User Guide PDF](#) (355Kb, requires Adobe Reader)

and/or the Client-to-Pay option. The available payment options for your Authority are shown on the 'Proposal Summary' page before you start your application. If you cannot pay using these methods, please contact your Authority BEFORE submitting your application (details available here)

### How do I start an application?

You should be able to make an application in 6 steps.

1. Finding out what you need to apply for

There are many things that you can apply for on this site, and knowing what you need is the first step. If you're not familiar with the planning or building application processes, you can find out more from mygov.scot.

1. We would always recommend talking to your Authority about this as they will be deciding upon your application.
2. If you're not familiar with the planning or building application processes, you can find out more from mygov.scot.
3. Both the ePlanning and eBuildingStandards portals have a 'Which Form Wizard' that can help you find the form that you need to complete. The wizards can be accessed by going to the respective portal, and selecting the 'Which Form Wizard' button on the left hand menu.

Please note in many instances, you may need to obtain more than one permission if you're looking to undertake building works. For example, you may need to obtain Planning Permission or make a

### Will I need a Location / Block Plan for my application?

You will need a **Location or Block Plan** for many Planning and Building applications. For more information on minimum requirements for location plans for planning applications plans click here.

If you do not yet have a plan, you can buy one through our approved suppliers.

We have chosen these suppliers because they:

- use Ordnance Survey data,
- offer a range of scales and plan types,
- are competitively priced and easy to use,
- offer dedicated customer service support, and
- offer compliant plans for Scottish Planning and Building Standards applications.

Just click on one of the logos below to go to a partner site to create and purchase a plan.

Why choose emapsite?

3. For the first application for the site you will need to create a proposal. Note this is not creating a new application and is only available for you to view within your account. Also, once the proposal is created you can use this again for future submissions.

**eBuildingStandards.scot**

Logout Accessibility Help Sitemap Support

### My Proposals

My Proposals shows all the proposals you have access to

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

[New Proposal](#)

Active Deleted

Show Proposals

All  
I Manage  
I Can Edit

Sort By

Proposal Name  
Local Authority  
Primary Contact

No Proposals  
No Proposals to display  
In order to create a new Proposal, click on the New Proposal link at the top of the page and complete the Create a New Proposal wizard.

Need Help?

- Complete the details requested when making the 'New Proposal'. Once you reach the screen requesting which form to select click on the 'select forms from a list'.

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Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page allows you to continue with the proposal creation and add forms.

**Select Online Forms**

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

- Select forms from a wizard  
Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.
- Select forms from a list  
Choosing this option allows you to explicitly select the forms that you need.
- Create proposal without forms. Add forms later or copy from previous proposals  
Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.

Previous Select

- Select the form 'Completion Certificate'

Online Forms

Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as **required** have been pre-selected. Forms considered as probable suggestions are not pre-selected.

- Application for Building Warrant**  
This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.
- Application for Amendment of Building Warrant**  
This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.
- Notice of Intention To Use An Approved Certifier of Construction**  
This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.
- Notice Regarding Start of Work**  
This form is used to inform the local authority of the date that the work will start/has started.
- Notice of Work Stages Complete**  
This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).
- Completion Certificate**  
This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.
- Additional Supporting Documents**  
This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.
- Application for Temporary Occupation or Use**  
This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.
- Application to Extend Period of Validity of Building Warrant**  
This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.
- Application to Extend Period of Use of Limited Life Building**  
This form is used to request an extension to the period of use of a limited life building.
- Application for Discharge or Variation of a Continuing Requirement**  
This form is used to request the discharge, or variation, of a continuing requirement.
- Completion Certificate Where No Building Warrant Obtained Submission**  
This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Back to Options Add Forms

- Complete this stage by selecting 'Add Form' then on the next page check the details and finish by selecting 'Complete Proposal'. For future submissions you will enter the proposal and in the 'Draft Forms' section you need to 'Add Additional Forms' and repeat step 5.

Summary

Multi Plot TEST  
Multi Plot TEST  
Edit Proposal Details

Status: Active  
Primary Contact: [REDACTED]  
Date Started: 14/08/2024  
Proposal Reference: [REDACTED]

Local Authority

City of Edinburgh Council  
Waverley Court 4 East Market Street G 2 Edinburgh EH8 8BG

planning.support@edinburgh.gov.uk

The authority accepts payments by:

- Online by Credit/Debit Card

Site Location

[REDACTED]  
Change Address

Hints and Tips

Draft Forms

To complete the proposal click on the form.

Completion Certificate

Add Additional Forms

7. Now the proposal is made the next step is to complete the form. To do so, select the Completion Certificate form from the front page of the proposal as below.

The screenshot shows the 'Standards.scot' proposal summary page. The left sidebar contains navigation options like Home, My Proposals, and My Account. The main content area is titled 'Proposal Summary' and includes sections for 'Summary', 'Draft Forms', and 'Submitted Forms'. The 'Draft Forms' section shows a progress bar and a list of forms, with 'Completion Certificate' circled in yellow. A yellow arrow points from this circled option to the 'Draft Forms' section header. The right sidebar contains 'Local Authority' information for the City of Edinburgh Council and 'Hints and Tips'.

8. Complete the form by entering the details required in each section.

The screenshot shows the 'Standards.scot' completion certificate page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Application Summary' and includes a 'Completion Certificate' section. A yellow box highlights the 'Main Details' section, and a yellow arrow points to it from the 'Draft Forms' section of the previous screenshot. The 'Main Details' section shows a table with columns for 'Item' and 'Status', with 'Main Details', 'Supporting Documentation', 'Email Notification', and 'Declaration' all marked as 'incomplete'. The right sidebar contains 'Local Authority' information and a 'Help' section with links to 'Preview Completion Certificate' and 'Form Guide'.

9. In the 'Main Details' section when you are entering the address of the proposal, **you must use the address of the application not the specific plot**. The address for the plot is entered when you reach 'Progress: 38%' ensuring that you select 'Yes'.

The screenshot shows the 'Standards.scot' building warrant address page. The left sidebar is the same as in the previous screenshots. The main content area is titled 'Building warrant address' and includes a progress bar showing 'Progress: 38%'. A yellow circle highlights the 'Progress: 38%' indicator, and a yellow arrow points to the 'Yes' radio button. The page asks 'Is the address of the building to which this submission applies different from the address of the associated building warrant?'. Below the question, there is a 'Yes' radio button (selected) and a 'No' radio button. The right sidebar contains a 'Need Help?' button. At the bottom, there are 'Save And Exit', 'Clear Page', 'Previous', and 'Next' buttons.

10. The next page to appear now lets you enter the address of the particular plot to be covered by the submission. Complete the address and then click next.

Building warrant address continued

An asterisk (\*) indicates required fields.

Progress: 42%

Provide the address to which this submission applies.

You can add multiple addresses by clicking the 'Add' button.

Remove << < > >> Add

Address Details

Address Line 1: \*

Address Line 2:

Town/City: \*

Postcode: \*

Save And Exit Clear Page Previous Next

11. On the next page 'does this submission cover all the work under the building warrant?' select 'No' as you are only applying for a single plot.
12. The next page asks for details of the work which relates to the submission. Here you can itemise the specific plot being applied for. And unless it's the last plot on the site select 'No' for the question 'is this the last submission related to the building warrant'.

Building Standards.scot

Description of building continued

An asterisk (\*) indicates required fields.

Progress: 50%

Please describe the work to which this submission applies: \* (Max characters 750)

Plot 1  
Plot 2  
Plot 99

Max 750 characters 726 characters remaining

Is this the last submission related to the building warrant? \*

Yes  No

Save And Exit Clear Page Previous Next

13. Complete the remainder of the questions and save the details.
14. To add the certification required for the plot **you must first collate all the certificates required into a single PDF**. Submitting multiple documents for one plot is not accepted. Certificates would include such things as Electrical Certification, Sustainability Certification Sound Tests, Air Leakage results etc (any communal area certification should also be collated into a single PDF).
15. To add additional certification for the Plot, enter the 'Supporting Documentation' section of the form.

Building Standards.scot

Application Summary

Completion Certificate

The following items must be completed before you can submit your application. Your progress is saved at each step.  
View the Building Standards Customer Journey which includes information on what documentation to include with your application [here](#)  
Online Reference: 500305833-001

Item	Status
Main Details	complete
Supporting Documentation	incomplete
Email Notification	incomplete
Declaration	incomplete

Local Authority

City of Edinburgh Council  
Waverley Court 4 East Market Street G 2 Edinburgh EH8 8GG

✉ [planning.support@edinburgh.gov.uk](mailto:planning.support@edinburgh.gov.uk)

The authority accepts payments by:

- Online by Credit/Debit Card

Help

Preview Completion Certificate  
PDF opens in a new window

Form Guide (PDF opens in a new window)

16. On the first page select 'Yes' as you do intend to provide supporting documents.
17. Next select 'Add document Details' then select 'upload' on the next screen.
18. Once you reach the screen below ensure you input the information in the following format:
  - a. 'Document Type' – Other
  - b. 'Unique Drawing Reference Number' - Plot (*insert number*) – (*insert first line of address*)
  - c. 'Description' – Plot (*insert number*) Certification

By doing the above you will ensure that the documentation is named correctly, and the surveyor will be able to locate it in our system.

An asterisk (\*) indicates required fields.

Upload Document

Please complete or modify the details listed below as appropriate.

Document Type: \*

Unique Drawing Reference Number:

Revision Number:

Description: \*   
Max 500 characters 479 characters remaining

Attach File: \*

Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

Paper Size

Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

Cancel Upload

19. Once uploaded is complete, select 'I have finished adding documents and this section is completed' then 'Save'

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

the link above.

Add details of the documents you will be providing in the panel below.

Note: Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc

Details of Supporting Documentation Need Help ?

The documents that you have already added to this application, or intend to send by post support your application, are shown below.

You are currently using 0.5% of your quota - 982.6 Kb of 200 Mb

**Add Document Details**

Description	Document Type	Size	Status	Date Uploaded	Action
Plot 1	Other	982.6 Kb	Attached	06/08/2020 17:32:27	Edit   Delete

Please indicate whether you have added details of all the documentation you intend to provide.

I intend to add more supporting documents later.

I have finished adding supporting documents and this section is completed.

**Save**

20. Next complete the 'Email Notification' and 'Declaration' sections so that the top four items now have a green tick as below.

Logout Accessibility Help Sitemap Support

**eBuilding Standards.scot**

Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Application Summary

Completion Certificate Need Help ?

The following items must be completed before you can submit your application. Your progress is saved at each step.

View the Building Standards Customer Journey which includes information on what documentation to include with your application here

Online Reference: 500305833-001

Item	Status
Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete
Submit	✗ incomplete

Local Authority Need Help ?

City of Edinburgh Council  
Waverley Court 4 East Market Street G2 Edinburgh EH8 8BG

✉ [planning.support@edinburgh.gov.uk](mailto:planning.support@edinburgh.gov.uk)

The authority accepts payments by:

- Online by Credit/Debit Card

Help

**Preview Completion Certificate**  
PDF opens in a new window

[Back to Proposal Summary](#)

21. Finally ensure that you complete the submission by selecting the 'Submit' section to complete the application.

Logout Accessibility Help Sitemap Support

**eBuilding Standards.scot**

Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Application Summary

Completion Certificate Need Help ?

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Main Details	✓ complete
Supporting Documentation	✓ complete
Email Notification	✓ complete
Declaration	✓ complete
Submit	✗ incomplete

Local Authority Need Help ?

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Help

**Preview Completion Certificate**  
PDF opens in a new window

[Back to Proposal Summary](#)

**If you have further Completion Certificates for additional plots to be submitted, then these MUST be uploaded separately by following the above instructions (starting at Point 4).**