

Confirmation of Completion

■ Applicant

Name	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>		
Telephone	<input type="text"/>	E-mail	<input type="text"/>
Contact name	<input type="text"/>		

■ Agent (if any)

Name	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>		
Telephone	<input type="text"/>	E-mail	<input type="text"/>

■ Details of building warrant

Date of warrant	<input type="text"/>	Reference number of warrant	<input type="text"/>
Address of Property	<input type="text"/>		

■ 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 complied with the terms of the warrant. (*Delete as appropriate)

I have read the notes overleaf and hereby apply for Confirmation of Completion (Domestic property)
(Commercial property)

Signature of applicant

Dated

Sign and return this form to:

Return applications to planningandbuildingstandards.support@edinburgh.gov.uk

Alternatively, applications can be posted to:
Building Standards,
The City of Edinburgh Council,
Business Centre G.2,
Waverley Court,
4 East Market Street,
Edinburgh,
EH8 8BG.

If you have any further enquiries, please email planningandbuildingstandards.support@edinburgh.gov.uk

Notes for guidance

1. A fee is charged for each application for Confirmation of Completion relative to one Building Warrant (and associated Amendments to Warrant). The fee for a commercial confirmation is based on the estimated cost of the building work at the date of the application for the Confirmation of Completion. The relevant fees for both domestic and commercial applications can be found in our [Table of Fees](#). The application form should be accompanied by payment made by BACS transfer and a screenshot of the transaction should be sent along with your completed application form to planningandbuildingstandards.support@edinburgh.gov.uk

The Council bank account details are as follows:

The Royal Bank of Scotland
Sort Code 83 06 08
Account Number 00740589

No inspection will be undertaken until the required fee is received.

2. The service is limited to a maximum of two inspections. A further fee as specified in the table of fees, will be required for each additional inspection. It is, therefore, important that all the 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.Please note, there will be a time limit of 3 years from date of initial application to address any faults/outstanding matters. If faults remain outstanding after this period, a new application will be required. If a copy of the Warrant Drawings is not available either from the City Council records or from the original architect, it will not be appropriate to issue a Confirmation 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 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.
7. Further information about this service is available on our web page at the following address: www.edinburgh.gov.uk/buildingstandards (please refer to "Work done without a building warrant and expired warrants")

Our Service Standards for Confirmation of Completion

Within two weeks of receipt of your application form and fee, a Building Standards Officer will arrange to inspect this property and will subsequently advise you if the work is satisfactory or not. We are striving to meet these service standards. If we don't meet them, please let us know. Your feedback is important to us.

