

General Guidance

- *It is strongly recommended that your Building Warrant and Completion Acceptance are kept in a safe place, ie with your title deeds.*
- *Building Standards are here to help on matters of compliance and will seek to answer any questions you may have. Contact our office if you have any questions regarding your project or the general Building Standards procedures.*
- *If your development is a new build property, please contact Street Naming and Numbering on 01738 477237 to arrange a postal address for your property.*
- *If you have not already done so, send a copy of your plan to: The Assessors, Tayside Valuation Joint Board, Robertson House, Whitefriars Crescent, PERTH, PH2 0LG.*

Contacting Building Standards

**Building Standards
The Environment Service
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD**

Tel 01738 475300

Fax 01738 475310

Email BuildingStandards@pkc.gov.uk

Building Standards do not supervise work on site. As you will be required to submit a completion certificate once the development is completed (this is a declaration that the work is fully completed in accordance with regulations) we recommend that you employ a suitably qualified and experienced person to oversee the work on your behalf.



Using approved Certifiers of Design and/or Certifiers of Construction can ensure you are employing contractors who meet the technical standards.

For more information, download a leaflet at:

www.gov.scot/Resource/0039/00394217.pdf

Remember:

- ***Read your CCNP.***
- ***Ask if you have any questions.***
- ***Keep us informed of progress.***

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk

(PKC Design Team - 2015951)

Building Standards



Important Information for Applicant, Agent and Builder

Enclosed are your:

- ***Building Warrant and stamped approved plans;***
- ***Start of Work Notification;***
- ***Construction Compliance and Notification Plan (CCNP);***
- ***Completion Certificate.***

These are important documents and should be acted on as required.

Agents who are employed only to obtain the building warrant are requested to ensure they pass these documents to their client and highlight their importance.

Building Warrant and Stamped Approved Plans

- The Building Warrant is valid for **3 years** by which time all work should be completed.
- If you have reason to deviate from the approved plans or specification, you should discuss this with us in advance as you will be required to apply for an amendment to warrant and to avoid any risk of non-compliance.
- Please note that an amendment to warrant does not extend the validity of the original warrant beyond the 3 years.
- If you are delayed you may apply for an extension to warrant, however, this must be applied for before the Building Warrant expires (additional fee applies).
- It is **your** responsibility to ensure that you have all the necessary permissions you require before commencing work (ie Planning, Transco, Scottish Water, etc).

Start of Work Notification

- You must notify Building Standards within **7 days** of start of work, by completing and returning the enclosed form by post or email to BuildingStandards@pkc.gov.uk

Construction Compliance and Notification Plan (CCNP)

- The enclosed CCNP specifies the stages in the construction process where you must contact Building Standards to arrange for the work to be inspected.
- You must give a minimum of **3 working days notice**, when requesting an inspection.

- The contact details of the surveyor who will be undertaking the inspection will be indicated in the plan or you can email the request to BuildingStandards@pkc.gov.uk
- If you do not notify us as detailed in the CCNP, this may compromise our decision as to whether or not to accept the Completion Certificate. It may also result in the need for a disruptive inspection to verify acceptability of work that has been covered up.
- Although we will undertake inspections as outlined in your CCNP, Building Standards do **not** supervise work on site. As you will be required to submit a Completion Certificate once the development is completed (this is a declaration that the work is fully completed in accordance with regulations) we recommend that you employ a suitably qualified and experienced person to oversee the work on your behalf.

Using Certifiers of Construction (C of C)

- Where at warrant stage you have declared that you will be using a C of C for:
 - (i) the drainage (below and/or above ground) installation, heating installation; and/or
 - (ii) the electrical installation;

you must ensure you then use a member of such a scheme to do that work. If you do not use a C of C or cannot provide a valid certificate prior to completion you will require to re-pay the discount you received at the warrant stage (regardless of how small the amount) before a Completion Certificate can be accepted.

Completion Certificate

- When work is finished you are required to submit the Completion Certificate to Building Standards - if you lose the enclosed form, it can be downloaded from our website at www.pkc.gov.uk/buildingstandards or by contacting the office on **01738 475300**.

Failure to obtain confirmation of acceptance of your Completion Certificate could affect any future sale of the property.

- When work is finished you are also required to submit an electrical installation certificate where any electrical work is involved. We can only accept certification from Certifiers of Construction, details on the BSD website www.scotland.gov.uk/buildingstandards or electricians who are members of a recognised trade body, eg NICEIC or SELECT.
- To avoid abortive journeys and an immediate rejection of the Completion Certificate, please ensure you do not submit your Completion Certificate until all work is complete and any amendment of warrant has been approved.
- Building Standards are required to notify you of the acceptance or rejection of your completion certificate within 14 days. You will receive formal written confirmation.
- You are advised that in the case of a new build or extension it is an offence to occupy the building without your Completion Certificate having been accepted.

Please take time to read these notes carefully.