

Economic Development and Environmental Planning  
Building Control  
Building (Scotland) Act 1959: Section 9:

**CHECK LIST OF ENCLOSURES**

- Building Warrant
- Application for Completion Certificate (FORM 10)
- Application for Electrical Certificate (FORM 9)
- Application for Notification of Commencement of Work Sheet
- Warning Slip - Advice to engage your own professional advisors on accompanying letter
- Customer Care Survey
- 1 Set of Approved Plans
- \*Application for a Supply of Water with Guidance Notes (FORM B1)
- \*East of Scotland Water Services Byelaws for preventing waste, contamination, etc of water
- \*Drain Testing

*\*If applicable*

**WHAT SHOULD I DO NEXT?** You or the person who is carrying out the building works for you should tell the Head of Building Control:

- **when you want to start the work:**
- you should fill in the Notification of Commencement of Work Sheet and return it to the address shown on the sheet; this sheet should be returned at least 7 days before the works are to start;
- **if you decide to change anything during the building works:**
- you may need an "Amendment of Warrant"; the Building Control officer will tell you how to go about this;
- **when your underground drainage pipelines or plumbers pipelines are ready to be inspected and tested:**
- the test must be carried out in the presence of a member of the Building Control staff; the inspection and test must be carried out **BEFORE** you cover the pipelines; a second test is normally required before the works are finally finished;
- **when the work is finished:**
- you should fill in the "Application for a Certificate of Completion" and you should have your electrician fill in the "Compliance Certificate for Electrical Installation"; both forms should be returned to the Head of Building Control;  
**YOU SHOULD NOT USE THE BUILDING UNTIL THIS CERTIFICATE OF COMPLETION HAS BEEN ISSUED;**
- **if the work is not finished 3 years after the approval date:**
- an "Extension of Warrant" may be required; the Building Control officer will tell you how to go about this;  
**AN EXTENSION CAN ONLY BE GRANTED WHILE THE WARRANT APPROVAL IS STILL IN FORCE.**

Head of Building Control  
SCOTTISH BORDERS COUNCIL  
26th April 2004