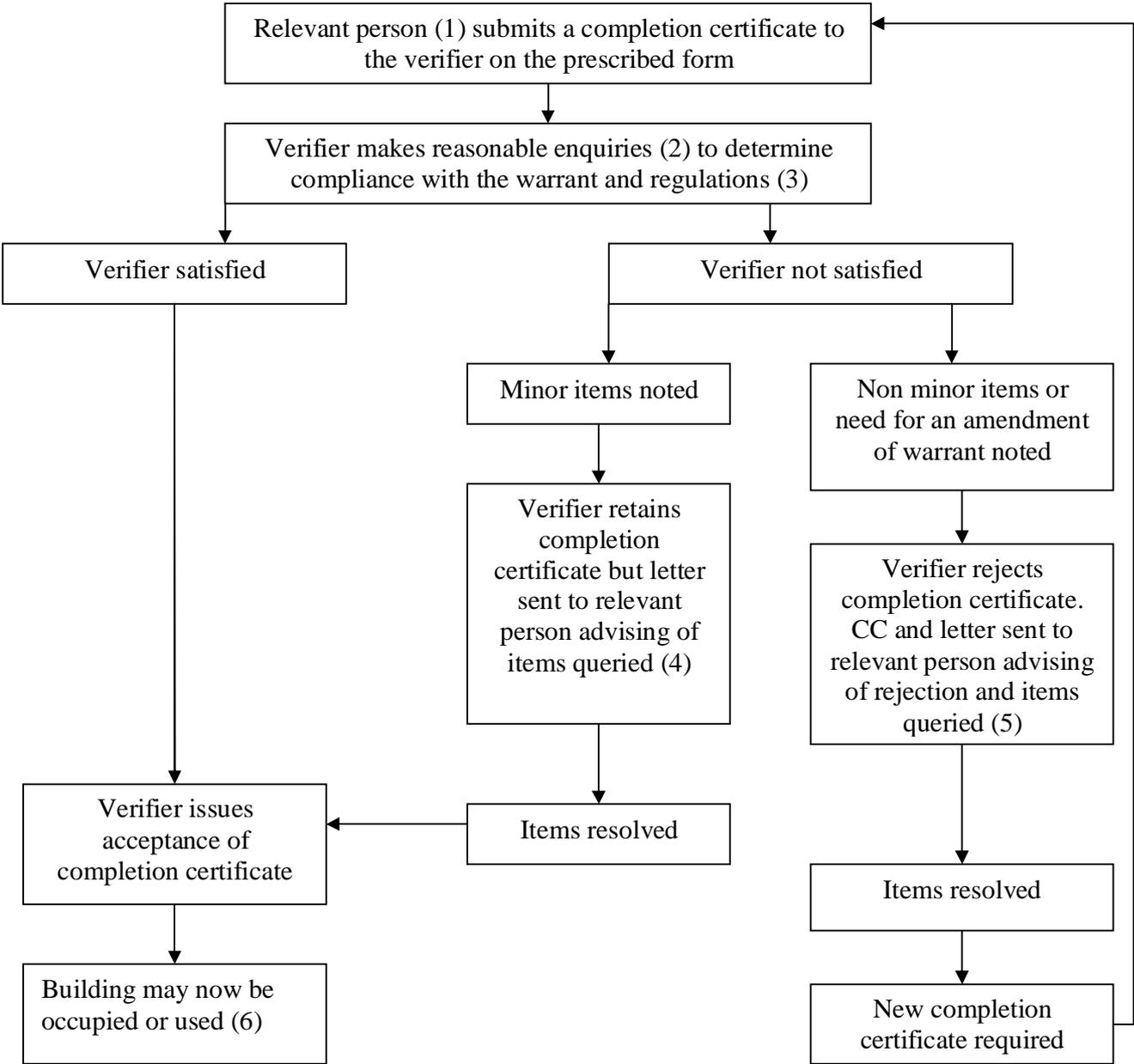


PROCESS OF OBTAINING ACCEPTANCE OF A COMPLETION CERTIFICATE FROM ORKNEY ISLANDS COUNCIL



**PROCESS OF OBTAINING ACCEPTANCE OF A COMPLETION
CERTIFICATE FROM
ORKNEY ISLANDS COUNCIL**

Notes:

- (1) Relevant person defined in the Act and summarised as follows:
 - the owner, tenant or developer doing the building work or conversion themselves; or
 - the owner, tenant or developer who has employed a builder to do the work for them; or
 - the owner, where the tenant, developer or builder has not submitted the certificate when they should have done so.
- (2) Reasonable enquiry may include:
 - Site inspection against the warrant drawings/functional standards.
 - Checking validity of certificates from approved certifiers of construction.
- (3) A verifier must provide a response to a completion certificate submission within 14 days.
- (4) The verifier should also obtain agreement that the 14 day response period is to be extended.
- (5) Applicant/owner may appeal to sheriff against the decision to reject the completion certificate.
- (6) This applies to new build, extensions or conversion. Other alteration work need not prevent continued occupation.