

Note on Certificate of Compliance on Completion on BCMS

When the Certificate of Compliance on Completion goes live on the BCMS it will issue a reply that the notice it has been received by the BCMS and is undergoing the validation process.

When it is validated it goes on the register and the process is listed below

A completion certificate must be sent to the Building Control Authority and included on the statutory register maintained under Part IV of the Principal Regulations before works or a building to which these regulations apply can be opened, occupied or used

Certificate of Compliance on Completion

- I. Receive Certificate of Compliance on Completion,
- II. Record the date of receipt

- III. Consider within 21 days of the date of receipt of documentation that;
 - a. Certificate and accompanying documentation complies with the requirements of the **Building Control Regulations**
 1. Is the completion certificate in the form specified for that purpose in the Sixth Schedule of the Regulations.
 2. Is works, buildings, including areas within a building, or developments, including phases thereof, and relevant details clearly identified on the Certificate of Compliance on Completion
 3. Is the completion certificate signed by the Builder and the Assigned Certifier?
 4. Is the completion certificate accompanied by the completed Annex to the Compliance Certificate?
 5. Does the annex detail the list of plans, calculations, specifications and particulars as are necessary to outline how the works or building as completed?
 6. Does the Annex detail how these differ from the plans, calculations, specifications and particulars submitted for the purposes of commencement.
 7. Is it accompanied by the Inspection Plan as implemented by the Assigned Certifier in accordance with the Code of Practice or a suitable equivalent?
 8. The building control authority is satisfied that all enforcement notices information requests and Statutory processes including any applications for certificates relevant to the building concerned have been satisfactorily concluded.

IV. Where the Building Control Authority considers that a Certificate of Compliance on Completion may **not be valid** having regard to the regulations.

- a. Issue notification with reasons, of non-compliance stating that;
- b. certificate cannot be accepted by the authority & return documentation, or
- c. require submission to the authority
 - i. such revised certificate or;
 - ii. such additional documentation

as may be deemed necessary by the building control authority to accompany the certificate.

- V. Where the building control authority considers the Certificate of Compliance on Completion to be **valid**;
- a. the building control authority shall, enter particulars on the register and;
 - b. issue notice that the certificate that particulars have been included on the register.

VI. Where a revised certificate or additional documentation has been required within 7 days of full receipt consider the validity of the certificate.

VII. Consider pre-notification certification date applications as above