Completion Submission (Single Submission - Householder, Non-Domestic etc)

This guide is to assist a householder or agent when making a completion submission for an individual house application (single house, extension, alterations). The guide will outline the process of making the submission and the method of submitting any additional certification (Electrical Certificates, Fire Detection Installation Certificate, Gas Safe etc) for the application.

Note: The City of Edinburgh Council do not administer this website and any issues relating to the online system should be reported to Scottish Government eBuilding Standards via the support section of their website.

1. Create an account on the ebuildingstandards website using the link below:

   https://www.ebuildingstandards.scot/eBuildingStandardsClient/

2. Once the account is created login and enter the eBuilding Standards section as highlighted below:

3. For the first submission you will need to create a proposal. Note this is not creating a new application and is only available for you to view within your account. Also, once the proposal is created you can use this again for future submissions relating to this property.

4. Complete the details requested when making the 'New Proposal'. Once you reach the screen requesting which form to select click on the 'select forms from a list'.

5. Select the form 'Completion Certificate'

6. Complete this stage by selecting 'Add Form' then on the next page check the details and finish by selecting 'Complete Proposal'. **For future submissions you will enter the proposal and in the 'Draft Forms' section you need to 'Add Additional Forms' and repeat step 5.**

7. Now the proposal is made the next step is to complete the form. To do so, select the form from the front page of the proposal as below.

8. Complete the form by entering the details required in each section.

9. In the 'Main Details' section when you are entering the address of the proposal, **you must use the address of the application**.

10. Complete the remainder of the questions and save the details.

11. To add additional certification for the application, enter the 'Supporting Documentation' section of the form.

12. On the first page select 'Yes' as you do intend to provide supporting documents.

13. Next select 'Add document Details' then select 'upload' on the next screen.

14. Once you reach the screen below ensure you input the information in the following format:

   a. **'Document Type' – Other**
   b. **'Unique Drawing Reference Number' – Certificate name**
   c. **'Description' – What is the certificate for**

By doing the above you will ensure that the documentation is named correctly, and the surveyor will be able to locate it in our system.

15. Once uploaded, you can add the additional documents by selecting 'Add Document Details' or complete by selecting 'I have finished adding documents and this section is completed' then 'Save'
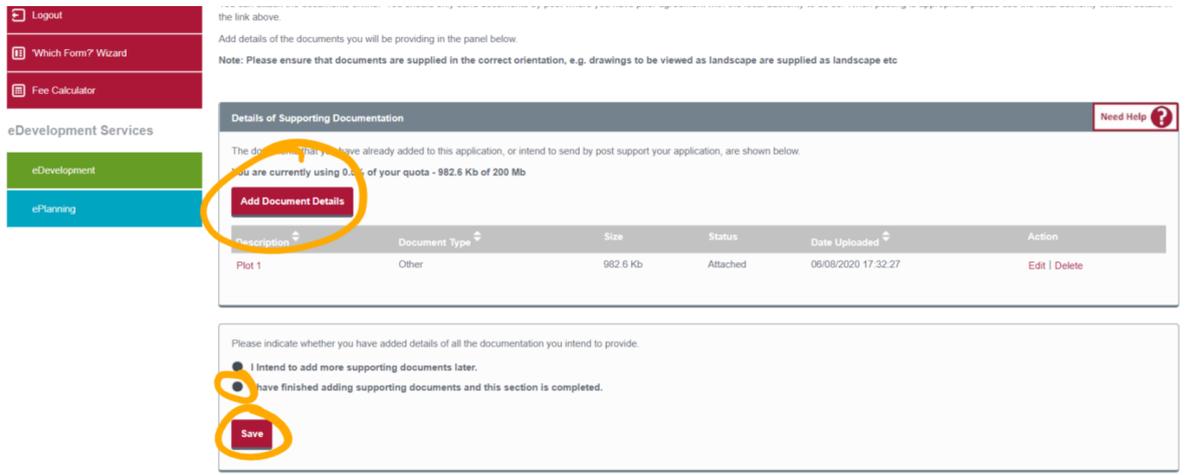
16. Next complete the 'Email Notification' and 'Declaration' sections so that the top four items now have a green tick as below.
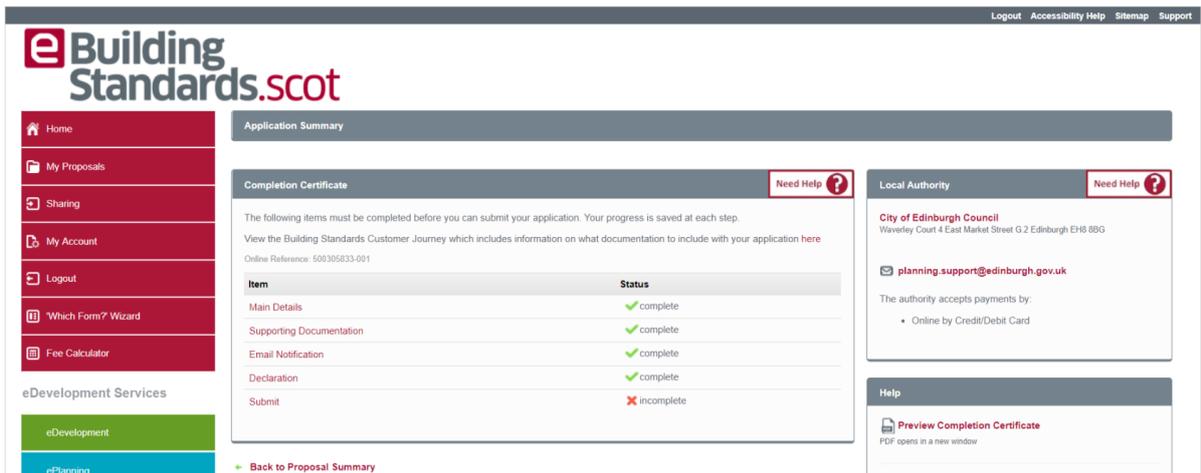
17. Finally ensure that you complete the submission by selecting the 'Submit' section to complete the application.