



BUILDING STANDARDS

Guide on how to submit electronic documents through the eBuilding Standards portal after Building Warrant has been granted.



This guidance applies to granted building warrants only.

The online [eBuilding Standards portal](http://ebuildingstandards.scot) is a free and easy-to-use way for you to complete and send electronic documents to us. The portal is run by the Scottish Government and their own user guide is available at [User Guide \(ebuildingstandards.scot\)](#)

When the work starts on site and progresses to completion, you will need to submit some of the electronic forms and documents detailed in the flow chart using the online portal.

Firstly, if you do not already have an account, you will need to [create an account](#) on the portal.

Please use the '[How to create an ePortal account](#)' guide to create an account on the online eBuilding Standards portal for a step by step guide to this process.

Once an account has been created, you can follow the guides in this document as required.

To check the status of your Building Warrant Application at any time you can check on-line – [Track a Building Warrant](#)

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 - [eBuilding Standards Help and Support](#)*

Index

Essential Forms for Your Building Warrant Process

You will need to submit the following at different stages of your project:

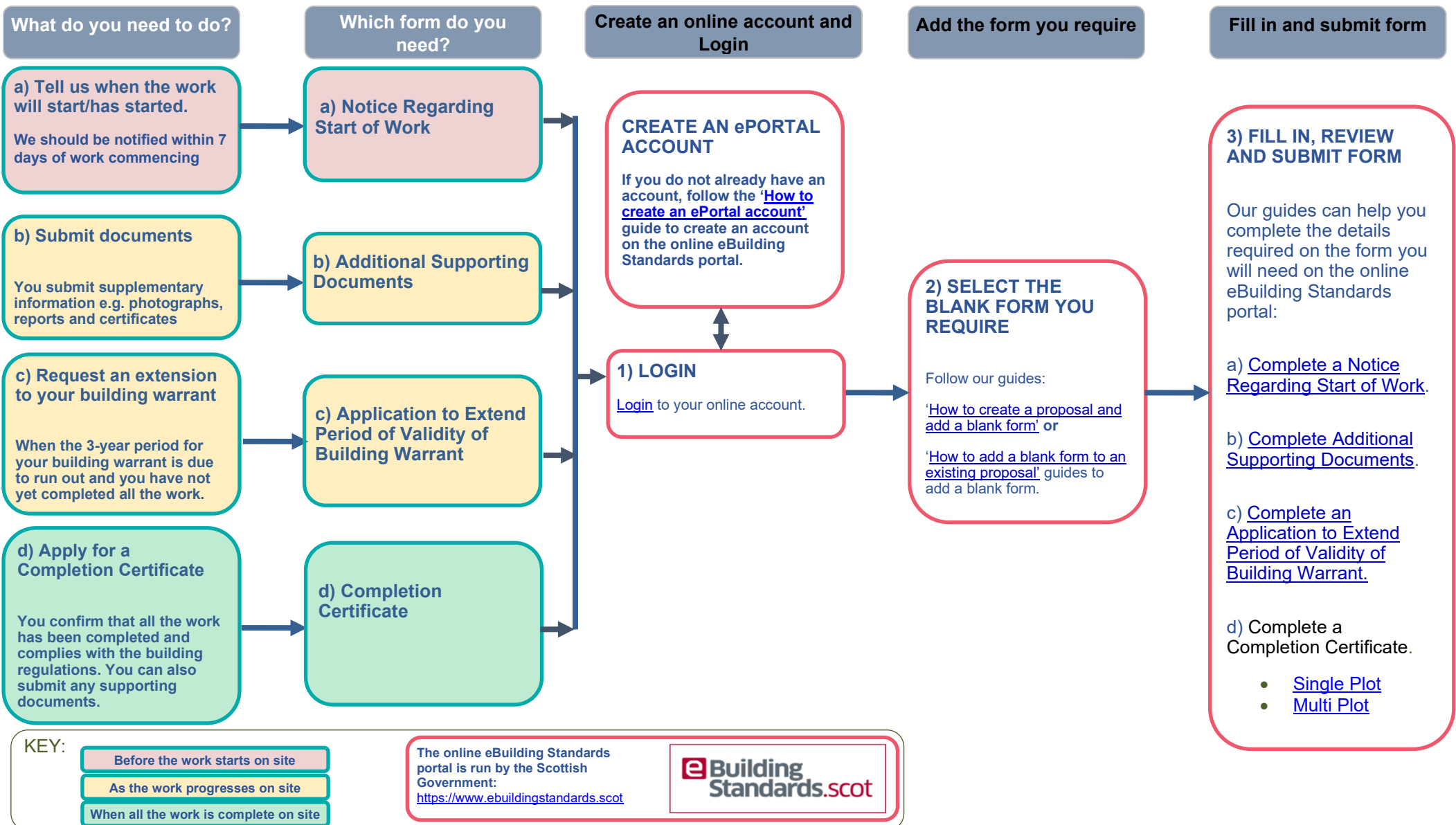
- [Notice Regarding Start of Work](#) - Submit when work begins on site.

- [Additional Supporting Documents](#) - Provide as work progresses or additional information requested.

- [Application to Extend Period of Validity of Building Warrant](#) – Required if your warrant has expired or is nearing expiry.

- Completion Certificate - Submit when all work is complete. *Please follow guidance applicable to application type.*
 - [Single Submission - For Householder, Non-Domestic projects, etc.](#)
 - [Multi-Plot Developments – For housing sites and similar projects.](#)

Using the online eBuilding Standards portal – A guide for homeowners with an electronic building warrant



How to create a proposal and add a form

These are guidance notes for submitting on the online eBuildingStandards.scot portal.

1. Log in using your account details.
2. Select the 'eBuilding Standards.Scot' link on the left.

The screenshot displays the eDevelopment Services portal. On the left, a green navigation menu contains links for Home, Sharing, My Account, Logout, and eDevelopment Services. Below the menu, the eBuildingStandards.scot and ePlanning.scot logos are shown. A red arrow points to the eBuildingStandards.scot logo. The main content area is divided into two columns. The left column is for ePlanning.scot, and the right column is for eBuildingStandards.scot. Both columns provide instructions on how to get started and list the steps for creating a new proposal.

ePlanning.scot
To get started, select the ePlanning.scot logo in the menu on the left of this page

eBuildingStandards.scot
To get started, select the eBuildingStandards.scot logo in the menu on the left of this page

How to get started with ePlanning
Once you are logged in, to get started on your application you will need to follow the ePlanning link in the menu to the left.

The process of creating a new proposal will include:

- Choosing a site address
- Giving the proposal a name
- Selecting which application, review or appeal form you need to complete.

What is the ePlanning portal?
The ePlanning portal is a single shared service between the Scottish Government and the 33 local planning authorities that provides consistent and easy to use forms to submit planning applications and appeals online. A refreshed ePlanning portal was introduced in January 2016 and ePlanning.scot now forms part of the eDevelopment.scot suite of services.

The portal enables:

- The electronic submission to local authorities of applications for planning permission and other related forms, such as listed building consents.
- Electronic payment of associated fees directly to the planning authority.
- The submission of digital copies of supporting documentation, eliminating the need to print and post.

How to get started with eBuildingStandards
Once you are logged in, to get started on your application you will need to follow the eBuildingStandards link on the left.

The process of creating a new proposal will include:

- Choosing a site address
- Giving the proposal a name
- Selecting which application, review or appeal form you need to complete.

What is the eBuildingStandards portal?
The eBuilding Standards portal was launched on 24 August 2016 as the latest addition to the eDevelopment.scot suite of services.

The portal enables:

- The electronic submission to local authorities of applications for building warrants and other related forms, such as completion certificates.
- Electronic payment of associated fees directly to the local authority.
- The submission of digital copies of supporting documentation, eliminating the need to print and post.

3. Click on 'New Proposal'.

eBuilding Standards.scot

Home
My Proposals
Sharing
My Account
Logout
'Which Form?' Wizard
Fee Calculator

eDevelopment Services
eDevelopment.scot
ePlanning.scot

My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

Click on the Deleted tab to see any proposals that you have recently deleted. These will remain on the deleted tab for 90 days and thereafter will be permanently deleted.

Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

[+ New Proposal](#)

Active Deleted

Show Proposals

All
I Manage
I Can Edit

Sort By

Proposal Name
Local Authority
Primary Contact
Proposal Reference
Date Started

No Proposals

No Proposals to display
In order to create a new Proposal, click on the New Proposal link at the top of the page and complete the Create a New Proposal wizard.

4. Under 'Address Search', insert your postcode and press 'Postcode Search'.
You can also search by address.

[Logout](#) [Support](#)

e **Building Standards.scot**

[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
[Logout](#)
["Which Form?" Wizard](#)
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eDevelopment Services
[eDevelopment](#)
[ePlanning](#)

Create a New Proposal - Step 1 of 5

The tabs on this page provide different methods to allow you to identify the location of your site using Address Search, Easting and Northing search, Map Search and No Exact Address.

You should always start with an Address search if you know that your site has a known address. However, if you cannot find an exact address, please follow the instructions provided at that time. Please see the help for more details on the other options.

You should only use the Map search if your site is on open land.

Address Search
Specify a full postcode and click the Postcode Search button to search for a known address matching your site location.
Postcode:
Postcode Search

Or enter at least two fields below and click on the Address Search button to search for a known address.
Building Name:
Building No:
Street Name:
Town/City:
Postcode:
Address Search

Easting and Northing
Map Search
No Exact Address
Need Help ?

5. Select your address from the list (you may have to go to another results page to find it).

Logout Support

eBuilding Standards.scot

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- My Proposals
- Sharing
- My Account
- Logout
- 'Which Form?' Wizard
- Fee Calculator

eDevelopment Services

- eDevelopment
- ePlanning

Create a New Proposal - Step 1 of 5

This page displays a list of addresses that match your search criteria.

Search Results

Need Help ?

Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.

| Address | Town | Postcode |
|--|-----------|----------|
| WAVERLEY COURT 4 EAST MARKET STREET OLD TOWN | EDINBURGH | EH8 8BG |

Refine Search No Exact Address

Then press the 'Confirm Address' button.

Logout Support

eBuilding Standards.scot

- Home
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eDevelopment Services

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- ePlanning

Create a New Proposal - Step 1 of 5

This page shows the site location information selected or provided.

Confirm Address

Need Help ?

Please confirm that the details below are the correct location of the site.

Postal Address: WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG.
Easting: 326167
Northing: 673824

If this is your address but there is a minor error please [report it](#)

Refine Search Confirm Address

Confirm your local authority by pressing the 'Next' button.

The screenshot shows the 'eBuilding Standards.scot' website interface. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is a section for 'eDevelopment Services' with links for eDevelopment and ePlanning. The main content area is titled 'Create a New Proposal - Step 2 of 5'. It includes links for 'User Guide' and 'Authority Contact Details'. A message states: 'This page shows the Local Authority associated with the location selected.' Below this, the 'Confirm Local Authority' section shows the selected site address: 'WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG.' The 'Local Authority' is listed as 'City of Edinburgh Council'. At the bottom of this section are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button. A 'Need Help?' link with a question mark icon is also present.


6. Add a 'Proposal Name' that you will recognise later.

Add a short description to the 'Proposal Details' box. Then press the 'Confirm Details' button.

The screenshot shows the 'eBuilding Standards.scot' website interface at 'Step 3 of 5' for 'Create a New Proposal'. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Proposal Name and Details'. It includes links for 'User Guide' and 'Authority Contact Details'. A message states: 'An asterisk (*) indicates required fields.' Below this, the 'Proposal Name and Details' section prompts the user to 'Please complete the Proposal Name and Proposal Details fields.' It explains: 'You are required to complete the Proposal Name and Proposal Details fields. The Proposal Name must be unique. This name is for your use only and will not form part of the submission. Please use a name that clearly identifies the proposal for your purposes.' The 'Site Location' is shown as 'WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG.' The 'Proposal Name: *' field contains the text 'Guide'. The 'Proposal Details: *' field contains the text 'Produce Guide for eBuilding Standards'. Below the details field, it says 'Max 240 characters 203 characters remaining'. At the bottom are 'Previous' and 'Confirm Details' buttons. A red arrow points to the 'Confirm Details' button. A 'Need Help?' link with a question mark icon is also present.

7. Pick 'Select forms from a list', then press the 'Select' button.

[Logout](#) [Support](#)



[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
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["Which Form?" Wizard](#)
[Fee Calculator](#)

eDevelopment Services
[eDevelopment](#)
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Create a New Proposal - Step 4 of 5

[User Guide](#) | [Authority Contact Details](#)

This page allows you to continue with the proposal creation and add forms.

Select Online Forms

Please complete the Proposal Name and Proposal Details fields.

Please choose how you would like to select the forms that you wish to submit for your proposal.

☒ Select forms using a wizard

Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.

☐ Select forms from a list

Choosing this option allows you to explicitly select the forms that you need.

☐ Create proposal without forms. Add forms later or copy from previous proposals

Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.

[Previous](#) [Select](#)

8. The forms you are likely to need are:

- Notice Regarding Start of Work - *when the work starts.*
- Additional Supporting Documents - *supplementary information*
- Application to Extend Period of Validity of Building Warrant - *Required if your warrant has expired or is nearing expiry.*
- Completion Certificate - *when all the work is completed.*

Select the form you need from the list, then press the 'Add Forms' button.

The screenshot shows the 'Building Standards.scot' website interface. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is a section for 'eDevelopment Services' with links for eDevelopment and ePlanning. The main content area is titled 'Create a New Proposal - Step 4 of 5' and includes links for 'User Guide' and 'Authority Contact Details'. A text box states: 'This page lists the forms that can be added to the proposal.' Below this is a section titled 'Online Forms' with a 'Need Help?' link. The text reads: 'Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as required have been pre-selected. Forms considered as probable suggestions are not pre-selected.' A list of forms follows, each with a checkbox and a description. The 'Notice Regarding Start of Work' form is pre-selected with a checked checkbox. At the bottom, there are two buttons: 'Back to Options' and 'Add Forms'. A red arrow points to the 'Add Forms' button.

Logout Support

eBuilding Standards.scot

Home
My Proposals
Sharing
My Account
Logout
'Which Form?' Wizard
Fee Calculator

eDevelopment Services

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Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page lists the forms that can be added to the proposal.

Online Forms Need Help?


Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as required have been pre-selected. Forms considered as probable suggestions are not pre-selected.

- ☐ Application for Building Warrant
This form is used to apply for a building warrant to construct (erect, extend or alter), demolish or convert a building or to provide services, fittings or equipment in or in connection with a building.
- ☐ Application for Amendment of Building Warrant
This form is used to amend the proposals indicated in the original building warrant. It may also be used to submit information in relation to a staged building warrant application.
- ☐ Notice of Intention To Use An Approved Certifier of Construction
This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.
- ☒ Notice Regarding Start of Work
This form is used to inform the local authority of the date that the work will start/has started.
- ☐ Notice of Work Stages Complete
This form is used to inform the local authority of the completion of particular stages of work as identified in the building warrant or Construction Compliance Notification Plan (CCNP).
- ☐ Completion Certificate
This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.
- ☐ Additional Supporting Documents
This form is used to submit documentation/information in relation to a previously submitted form. For example, submitting revised drawings for a building warrant not yet granted.
- ☐ Application for Temporary Occupation or Use
This form is used to apply for permission to occupy or use a building before a Completion Certificate has been accepted by the local authority.
- ☐ Application to Extend Period of Validity of Building Warrant
This form is used to request an extension to the period of validity of a building warrant. A building warrant is valid for a period of three years from the date on which it was granted.
- ☐ Application to Extend Period of Use of Limited Life Building
This form is used to request an extension to the period of use of a limited life building.
- ☐ Application for Discharge or Variation of a Continuing Requirement
This form is used to request the discharge, or variation, of a continuing requirement.
- ☐ Completion Certificate Where No Building Warrant Obtained Submission
This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

Back to Options Add Forms

9. If all is correct, press the 'Create Proposal' button.

[Logout](#) [Support](#)



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[My Proposals](#)

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[Fee Calculator](#)

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Create a New Proposal - Step 5 of 5

 [User Guide](#) |  [Authority Contact Details](#)

This is the summary page of the proposal you are about to create.

Proposal Summary

[Need Help ?](#)

Below are the details entered for the creation of a new proposal.

Proposal Name: Guide

Proposal Description: Produce Guide for eBuilding Standards

Site Address: WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG.

Selected Forms

[Need Help ?](#)

The Local Authority for this proposal is **City of Edinburgh Council**. The application form(s) you are about to complete has been issued by this site on behalf of the Local Authority and on completion will be sent to the Local Authority for processing.

Below is the list of forms which will be included in the proposal.

I have read clause 7 of the Website [Terms and Conditions](#) (Data Protection) and, if I am not the applicant(s), I undertake to draw the applicant(s) attention to that clause.

- Notice Regarding Start of Work

Previous

Create Proposal

10. You will now see your Proposal summary with the blank form you selected added under 'Draft Forms'.

LogoutSupport

eBuilding Standards.scot

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My Proposals

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Proposal Summary

Delete Proposal

New Proposal

Summary

Need Help?

Guide

Produce Guide for eBuilding Standards

Edit Proposal Details

Status:

Active

Primary Contact:

John Snaddon

Date Started:

18/11/2025

Proposal Reference:

500773572

Local Authority

Need Help?

City of Edinburgh Council

Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

Tel: 0131 529 7826

Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

Online by Credit/Debit Card

Draft Forms

Need Help?

To complete the proposal click on the form.

Notice Regarding Start of Work

Add Additional Forms

Submitted Forms

Need Help?

Submitted forms are automatically removed from the site 90 days after the submission date.

Name

Submission Date

No Submitted Forms

Proposed Users

Need Help?

You have shared this proposal with the following people

Send Invitation

Modify Proposal Users

Site Location

WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG

Change Address

Hints and Tips

Help

User Guide

Help and guidance with completing this proposal.

Back to My Proposals

How to add a form to an existing proposal

These are guidance notes for submitting on the online eBuildingStandards.scot portal.

1. Log in using your account details.
2. Select the 'eBuilding Standards.Scot' link on the left.

This website requires cookies to run. [I Understand](#)

Support


eDevelopment.scot


Scotland's online Planning and Building application service


Use eDevelopment.scot to:


- apply for Planning Permission, make an Planning Appeal or Request a Review of a previous application using the ePlanning service
- apply for a Building Warrant or other buildings consent using the eBuildingStandards service


Login or create an account to get started.

 [Download User Guide PDF](#) (355Kb, requires Adobe Reader)

 Home

 Sharing

 My Account

 Logout

eDevelopment Services

eBuilding Standards

ePlanning

Getting Started

Start a Planning or Building application

Once you're logged in, use the sidebar to choose:

- ePlanning - to apply for Planning Permission or make a Planning Appeal
- eBuildingStandards - to apply for a Building Warrant or other building consent

Both services include tools to help you including:

- Which Form Wizards - to find the right forms
- Fee Calculators - to help estimate your application fee

Location and Block plans

Many planning and building applications need a location or block plan.

Read the [guidance on application requirements from Heads of Planning Scotland](#).

If you need a plan, you can buy one through our approved suppliers:

- [UK Planning Maps](#)
- [Nicolson Digital](#)

Latest updates on the live service

Includes updates on live service issues.

1. HELP US TO HELP YOU - Get involved in the development of the new service!


You can join our upcoming research sessions to help improve this service and help us to development our new service (nicknamed Apply). [Just sign up on our survey here.](#)

2. Stirling Council - New Payment Service - 16/10/2025

Stirling Council have just adopted a new Payment Service Provider for payments made through ePlanning and eBuildingStandards. If users run into any issues, or have any queries about the changes, please reach out to the eDevelopment Support team at eDevelopment@gov.scot.

About eDevelopment.scot

The eDevelopment.scot platform is run by Scottish Government in partnership with Scottish Local and Planning Authorities. It is home to the ePlanning and eBuildingStandards services.



Scottish Government
Riaghaltas na h-Alba
gov.scot

3. Click on 'Add additional forms' under the Proposal you wish to use.

eBuilding Standards.scot

Logout Support

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My Proposals

My Proposals shows all the proposals you have access to.

Click on the Active tab to see the proposals that you've either created or have access to through the sharing facility. Submitted proposals can also be viewed from this tab.

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Please note that all submitted applications will be deleted 90 days after they are submitted to comply with Data Protection legislation.

[New Proposal](#)

Active Deleted [Need Help ?](#)

Show Proposals

All
I Manage
I Can Edit

Sort By

Proposal Name
Address
Local Authority
Primary Contact
Proposal Reference
Date Started
Last Updated Date

Guide
City of Edinburgh Council
Produce Guide for eBuilding Standards
Primary Contact: John Snaddon | Started: 18-11-2025 | Proposal Reference: 500773572
[Add additional forms \(including Additional Supporting Documents form\)](#)

4. Pick 'Add from a list of standard forms', then press the 'Continue' button.

eBuilding Standards.scot

Logout Support

Home
My Proposals
Sharing
My Account
Logout
'Which Form?' Wizard
Fee Calculator

Add Additional Form [Need Help ?](#)

Please select the required option.

☒ Add from a list of standard forms
Recommended for agents and experienced applicants who already know which form(s) they need.

☐ Copy from an existing proposal
Recommended for those who are submitting more than one of the same form type to the Local Authority with similar or exactly the same details.

[Continue](#)

[Back to Proposal Summary](#)

5. The forms you are likely to need are:

- Notice Regarding Start of Work - *when the work starts.*
- Additional Supporting Documents - *supplementary information*
- Application to Extend Period of Validity of Building Warrant - *Required if your warrant has expired or is nearing expiry.*
- Completion Certificate - *when all the work is completed.*

Select the form you need from the list, then press the 'Add Forms' button.

Building Standards.scot

Logout Support

Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

This page lists the forms that can be added to the proposal.

Online Forms Need Help ?

Please select any forms that you wish to submit with your proposal. If you have come to this page from the Which Form? Wizard or created the proposal by starting in the wizard then any forms that were suggested as required have been pre-selected. Forms considered as probable suggestions are not pre-selected.

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This form is used where you want to notify the local authority that a Scottish Government Approved Certifier of Construction will be carrying out an aspect of the construction work.
- ☒ **Notice Regarding Start of Work**
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This form is used to confirm that the work associated with a building warrant has been carried out in accordance with the relevant building warrant and complies with the building regulations.
- ☐ **Additional Supporting Documents**
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- ☐ **Application to Extend Period of Use of Limited Life Building**
This form is used to request an extension to the period of use of a limited life building.
- ☐ **Application for Discharge or Variation of a Continuing Requirement**
This form is used to request the discharge, or variation, of a continuing requirement.
- ☐ **Completion Certificate Where No Building Warrant Obtained Submission**
This form is used where work has been carried out, or a conversion made without a building warrant where one should have been obtained.

[Back to Options](#) [Add Forms](#)

6. You will now see your Proposal summary with the blank form you selected added under 'Draft Forms'.

LogoutSupport

eBuilding Standards.scot

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Guide

Produce Guide for eBuilding Standards

Edit Proposal Details

Status:Active

Primary Contact:John Snaddon

Date Started:18/11/2025

Proposal Reference:500773572

Local Authority

Need Help?

City of Edinburgh Council

Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

Tel: 0131 529 7826

Planingandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Draft Forms

Need Help?

To complete the proposal click on the form.

Notice Regarding Start of Work

Add Additional Forms

Submitted Forms

Need Help?

Submitted forms are automatically removed from the site 90 days after the submission date.

NameSubmission Date

No Submitted Forms

Proposed Users

Need Help?

You have shared this proposal with the following people

Send Invitation

Modify Proposal Users

Site Location

Waverley Court, 4 East Market Street, Old Town, Edinburgh, EH8 8BG

Change Address

Hints and Tips

Help

User Guide

Help and guidance with completing this proposal.

Back to My Proposals

Complete a Notice Regarding Start of Work

These are guidance notes for submitting forms online at eBuildingStandards.scot portal.

1. To add a blank 'Notice Regarding Start of Work' form:

- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide.

2. Under 'Draft Forms', select 'Notice Regarding Start of Work'

The screenshot displays the eBuildingStandards.scot portal interface. At the top right, there are links for 'Logout' and 'Support'. The main header features the 'eBuildingStandards.scot' logo. A left-hand navigation menu includes links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this menu is a section for 'eDevelopment Services' with links for eDevelopment and ePlanning. The main content area is titled 'Proposal Summary' and includes a 'Delete Proposal' button and a '+ New Proposal' button. The 'Summary' section provides details about the proposal, including the guide 'Produce Guide for eBuilding Standards', the status 'Active', the primary contact 'John Snaddon', the date started '18/11/2025', and the proposal reference '500773572'. A 'Need Help?' button is present next to the 'Summary' section. The 'Local Authority' section identifies the 'City of Edinburgh Council' with its address, telephone number, and email. It also states that the authority accepts payments online by credit/debit card. The 'Draft Forms' section, which has a 'Need Help?' button, contains a list of forms to complete the proposal. A red arrow points to the 'Notice Regarding Start of Work' form in this list. Below the list is a '+ Add Additional Forms' button. The 'Site Location' section provides the address 'Waverley Court, 4 East Market Street, Old Town, Edinburgh, EH8 8BG' and a 'Change Address' button.

3. To begin the 'Notice Regarding Start of Works', select 'Main Details'.

The screenshot shows the 'Building Standards.scot' website interface. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, Fee Calculator, eDevelopment Services (eDevelopment, ePlanning). The main content area is titled 'Application Summary' and 'Notice Regarding Start of Work'. It includes instructions, a customer journey link, and an online reference number (500773572-001). A table lists the application sections and their status:

| Item | Status |
|--------------------------|--------------|
| Main Details | ✗ incomplete |
| Supporting Documentation | ✗ incomplete |
| Email Notification | ✗ incomplete |
| Declaration | ✗ incomplete |

A red arrow points to 'Main Details'. Below the table is a 'Back to Proposal Summary' link. On the right, the 'Local Authority' section identifies the City of Edinburgh Council and provides contact information. A 'Help' section offers a 'Preview Notice Regarding Start of Work' PDF.

4. Answer the questions for the 4 sections 'Main Details', 'Supporting Documentation', 'Email Notification' and 'Declaration'.

Helpful hints:

- You will need to know your **Building Warrant** reference number, which looks something like 25/00001/WARR. You can find your Building Warrant Reference number on your Building Warrant, Approved plans or any correspondence from City of Edinburgh Council Building Standards.
- The **Duly Authorised Agent** (if you had one) is the person who prepared your plans and may have submitted your Building Warrant application.
- No **Supporting Documents** are usually required with your Start of Work Notice.

5. When you have completed the 4 sections, you will see 4 green ticks. And the 'Submit' option will appear. Click 'submit'

Building Standards.scot

Logout Support

Application Summary

Notice Regarding Start of Work [Need Help ?](#)

The following items must be completed before you can submit your application. Your progress is saved at each step.

View the Building Standards Customer Journey which includes information on what documentation to include with your application [here](#)

Online Reference: 500773572-001

| Item | Status |
|--------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✓ complete |
| Email Notification | ✓ complete |
| Declaration | ✓ complete |
| Submit | ✗ incomplete |

[Back to Proposal Summary](#)

Local Authority [Need Help ?](#)

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7828
✉ Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Help

[Preview Notice Regarding Start of Work](#)
PDF opens in a new window

eDevelopment Service

eDevelopment
ePlanning

6. You are now ready to send in your application. Select 'I Accept' and then 'Submit'.

Building Standards.scot

Logout Support

Submission Summary - Preview

Before submitting your application we want to confirm your agreement with what happens next and ensure that you are happy with your application.

Firstly, you can preview your application, appeal or submission before you send it in by clicking on the pdf link below.

Secondly, by clicking the 'I accept' button below, you acknowledge the following:

- You agree to the form and associated information being sent to the local authority.
- If you are not the person applying, you have informed the person who is about these terms.

[I Accept](#) [Submit](#)

Summary Information [Need Help ?](#)

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500773572-001
Form: Notice Regarding Start of Work
Payment Method:
Authority Name: City of Edinburgh Council
Authority Address: Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG
Authority Telephone: Tel. 0131 529 7828
Authority Fax:
Authority Email Address: Planningandbuildingstandards.support@edinburgh.gov
Agent Name:
Applicant Name:
Location: WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG
Supporting Documentation


| Description | View Document | Type | Size |
|-------------|---------------|------|------|
| Fees | | | |
| Item | Cost | | |
| Fee | £0.00 | | |

[Back To Proposal Summary](#)

7. You will now see a 'Success! Your Notice Regarding Start of Work has been submitted'.

You should also receive an email from 'noreply@scot.gov.uk' advising that your proposal has been sent to City of Edinburgh Council.

[Logout](#) [Support](#)



[Home](#)[My Proposals](#)[Sharing](#)[My Account](#)[Logout](#)["Which Form?" Wizard](#)[Fee Calculator](#)

eDevelopment Services[eDevelopment](#)[ePlanning](#)

✓ Success! Your Notice Regarding Start of Work has been submitted!

Submission Details

This page contains a summary of the submission

[Download submission archive](#)

[View Form PDF \(opens in a new window\)](#)

| | |
|--------------------------|--|
| Online Reference: | 500773572-001 |
| Form: | Notice Regarding Start of Work |
| Payment Method: | |
| Authority Name: | City of Edinburgh Council |
| Authority Address: | Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG |
| Authority Telephone: | Tel: 0131 529 7826 |
| Authority Fax: | |
| Authority Email Address: | Planningandbuildingstandards.support@edinburgh.gov |
| Agent Name: | |
| Applicant Name: | |
| Location: | WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG |

Supporting Documentation

| Description | View Document | Type | Size |
|-------------|---------------|------|------|
|-------------|---------------|------|------|

Fees

| Item | Cost |
|------|-------|
| Fee | £0.00 |

[← Back To Proposal Summary](#)

8. Select 'Back to Proposal Summary' above and you will see your 'Notice Regarding Start of Work' listed under 'Submitted Forms'.

The screenshot shows the 'Building Standards.scot' website interface. The top navigation bar includes 'Logout' and 'Support'. The left sidebar contains a menu with 'Home', 'My Proposals', 'Sharing', 'My Account', 'Logout', 'Which Form? Wizard', and 'Fee Calculator'. Below this is the 'eDevelopment Services' section with 'eDevelopment' and 'ePlanning' links.

The main content area is titled 'Proposal Summary' and includes a 'Delete Proposal' button and a 'New Proposal' button. The 'Summary' section displays the following information:

| Summary | |
|--------------------|---------------------------------------|
| Guide | Produce Guide for eBuilding Standards |
| Status: | Active |
| Primary Contact: | John Snaddon |
| Date Started: | 18/11/2025 |
| Proposal Reference | 500773572 |

The 'Local Authority' section displays the following information:

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7829
Email: Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

The 'Draft Forms' section displays the following information:

To complete the proposal click on the form.

No Draft Forms

[Add Additional Forms](#)

The 'Submitted Forms' section displays the following information:

Submitted forms are automatically removed from the site 90 days after the submission date.

| Name | Submission Date |
|--------------------------------|-----------------|
| Notice Regarding Start of Work | 18/11/2025 |

The 'Hints and Tips' section displays the following information:

- How do I submit revised drawings?
- How do I submit additional documents such as revised drawings, reports, and electrical certificates, to my application?
- My application is still shown in draft despite me paying the fee?

Complete Additional Supporting Documents

These are guidance notes for submitting forms online at eBuildingStandards.scot portal.

1. To add a blank 'Additional Supporting Documents' form:

- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide.

2. Under 'Draft Forms', select 'Additional Supporting Documents'.

The screenshot shows the eBuildingStandards.scot portal interface. The top navigation bar includes 'Logout' and 'Support'. The main header features the 'eBuildingStandards.scot' logo. A left-hand menu contains links to Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is the 'eDevelopment Service' section with 'eDevelopment' and 'ePlanning' buttons. The main content area is titled 'Proposal Summary' and includes a 'Delete Proposal' button and a '+ New Proposal' button. The 'Summary' section displays details for a proposal: Guide (Produce Guide for eBuilding Standards), Status (Active), Primary Contact (John Snaddon), Date Started (18/11/2025), and Proposal Reference (500773572). The 'Draft Forms' section, highlighted with a red arrow, shows a list of forms with 'Additional Supporting Documents' selected. Below this is the 'Submitted Forms' section, which includes a table of submitted forms. The 'Local Authority' section provides contact information for the City of Edinburgh Council. The 'Site Location' section shows the address: Waverley Court, 4 East Market Street, Old Town, Edinburgh, EH8 8BG. The 'Hints and Tips' section offers guidance on submitting revised drawings, additional documents, and applications still in draft.

| Name | Submission Date |
|--------------------------------|-----------------|
| Notice Regarding Start of Work | 18/11/2025 |

3. To begin the 'Additional Supporting Documents', select the link 'Main Details'.

PDF opens in a new window

- a) You will need to know your **Building Warrant** reference number, which looks something like 25/00001/WARR. You can find your Building Warrant Reference number on your Building Warrant, Approved plans or any correspondence from City of Edinburgh Council Building Standards.
- b) The **Duly Authorised Agent** (if you had one) is likely the person who prepared your plans and may have submitted your Building Warrant application.
- c) *When you are asked what the additional documentation relates to, choose '**Application for a Building Warrant**' from the drop down list. Then add an explanation why the documentation is being attached.*

Supporting Documentation (Copies of certification etc.)

This is where you can add documents to support your application, the most likely documents you will need to upload will be drawings, reports or photos.

Please note - There are rules about the size of electronic files and orientation of documents that you need to follow:

- *Each electronic file must be no larger than 10Mb.*
- *You can supply up to 200Mb in total for all supporting files.*
- *Drawings to be viewed as landscape should be supplied as landscape.*
- *If you do not know the paper size, choose 'Not Applicable'.*

- To begin, select the link 'Supporting Documentation'.

The screenshot shows the 'Application Summary' page on the Building Standards.scot website. The page is divided into several sections. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is a section for 'eDevelopment Services' with links for eDevelopment and ePlanning. The main content area is titled 'Application Summary' and contains a section for 'Additional Supporting Documents'. This section includes a table with the following items and their status:

| Item | Status |
|--------------------------|------------|
| Main Details | complete |
| Supporting Documentation | incomplete |
| Email Notification | incomplete |
| Declaration | incomplete |

A red arrow points to the 'Supporting Documentation' row. To the right of the table is a 'Local Authority' section for the 'City of Edinburgh Council', providing contact information and a link to 'Planningandbuildingstandards.support@edinburgh.gov'. Below this is a 'Help' section with a link to 'Preview Additional Supporting Documents'. The top right of the page has links for 'Logout' and 'Support'.

- ii. Select 'Yes' and click the 'Continue' Button

Building Standards.scot

Logout Support

Home
My Proposals
Sharing
My Account
Logout
'Which Form?' Wizard
Fee Calculator

eDevelopment Services

eDevelopment
ePlanning

Supporting Documentation

Supporting Documentation Option [Need Help ?](#)

Do you intend to provide supporting documentation?

☒ Yes
Select this option if you plan to provide supporting documentation.

☐ No
Select this option if you do not plan to provide supporting documentation.

[Continue](#)

[Back to Summary](#)

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

Details of Supporting Documentation

The documents that you have already added to this application, or if you are currently using 0% of your quota - 0 Kb of 200 Mb

[Add Document Details](#)

Description Document Type

Attachment Type Options

Please select the required option.

☒ Upload
Select this option if you want to attach a file from your file system.
We accept the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and X3D.
The maximum file size is 10240 Kb.

☐ Post
Select this option if you want to post a copy of a document.

[Continue](#)

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

- 'Document Type' – **Choose correct type**
- 'Attach File' - **Choose correct file from device**
- 'Description' - **Certificate Name**

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.

Once completed click 'Upload'.

The screenshot shows the 'Supporting Documentation' page on the Building Standards.scot website. The page has a dark blue header with 'Logout' and 'Support' links. A red sidebar on the left contains navigation links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below the sidebar are 'eDevelopment Services' (eDevelopment and ePlanning) and a 'Need Help?' button. The main content area is titled 'Supporting Documentation' and contains an 'Upload Document' form. The form includes fields for Document Type (set to 'Other'), Unique Drawing Reference Number, Revision Number, Description (set to 'Electrical Certificate'), and Attach File (set to 'Guide.docx'). It also has a Paper Size dropdown (set to 'A4') and a checkbox for terms and conditions. At the bottom are 'Cancel' and 'Upload' buttons, with a red arrow pointing to the 'Upload' button.

Building Standards.scot

Logout Support

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Supporting Documentation

An asterisk (*) indicates required fields.

Upload Document [Need Help?](#)

Please complete or modify the details listed below as appropriate.

Document Type: * Other ?

Unique Drawing Reference Number:

Revision Number:

Description: * Electrical Certificate

Attach File: * Choose File Guide.docx

Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

Paper Size A4 ?

Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

☒ I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

Cancel Upload

v. Once uploaded, you can add the additional documents by selecting 'Add Document Details' as per step iii. Once all information has been uploaded complete by selecting 'I have finished adding documents and this section is completed' then 'Save'

Building applications: You must include supporting documents for most applications, for example architectural drawings for a variety of application forms, certificates, and any extra documents that your Local Authority have asked for, and any other documents that you want to be considered in your application.

Additional documentation: You must include any extra documents that the Local Authority has asked for and / or provide any documents you want to be considered with your application.

All documents uploaded must be:

- In one of the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW,
- Less than 10MB in file size, and
- Supplied in the correct orientation, e.g. drawings to be viewed as landscape are to be uploaded as landscape.

You can attach the documents online or send these documents by post.

If you decide you would like to post documents, please check with your planning authority that they accept documents for electronic applications by post.

Please post your supporting documents to your planning authority or the Planning and Environmental Appeals Division (DPEA) using the contact details in the link above. (This does not apply to extra documents sent after the application or appeal has been made using the Additional Supporting Documents (ASD) form.)

If you use all 200MB available in this form you can upload more using an ASD form. You can find guidance on how to do this [here](#).

Add details of the documents you will be providing in the panel below.

Need Help ?

The documents that you have already added to this application, or intend to send by post support your application, are shown below

You are currently using 0.5% of your quota - 26.1 Kb of 200 Mb

Add Document Details

Delete All Documents

| Description | Document Type | Size | Status | Date Uploaded | Action |
|------------------------|-----------------------|---------|----------|---------------------|---|
| Engineers Form Q | Certificate of Design | 13.0 Kb | Attached | 20/11/2025 09:33:26 | Edit Delete |
| Electrical Certificate | Other | 13.0 Kb | Attached | 20/11/2025 09:30:17 | Edit Delete |

Please indicate whether you have added details of all the documentation you intend to provide.

- ☐ I intend to add more supporting documents later.
- ☒ I have finished adding supporting documents and this section is completed.

Save

5. When you have completed the 4 sections, you will see 4 green ticks. And the 'Submit' option will appear. Click 'submit'

Need Help ?

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500773572-003


| Item | Status |
|--------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✓ complete |
| Email Notification | ✓ complete |
| Declaration | ✓ complete |
| Submit | ✗ incomplete |

[← Back to Proposal Summary](#)

Need Help ?

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG

Tel: 0131 529 7826

 Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card


Help

 **Preview Additional Supporting Documents**

PDF opens in a new window

6. You are now ready to send in your application. Select 'I Accept' and then 'Submit'.

LogoutSupport



Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Service

eDevelopment

ePlanning

Submission Summary - Preview

Before submitting your application we want to confirm your agreement with what happens next and ensure that you are happy with your application.

Firstly, you can preview your application, appeal or submission before you send it in by clicking on the pdf link below.

Secondly, by clicking the 'I accept' button below, you acknowledge the following:

- You agree to the form and associated information being sent to the local authority.
- If you are not the person applying, you have informed the person who is about these terms.

I Accept

Submit

Summary Information

Need Help?

View Form PDF (opens in a new window)

Online Reference:500773572-003

Form:Additional Supporting Documents

Payment Method:

Authority Name:City of Edinburgh Council

Authority Address:Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

Authority Telephone:Tel: 0131 529 7826

Authority Fax:

Authority Email Address:Planningandbuildingstandards.support@edinburgh.gov

Agent Name:

Applicant Name:John Snaddon

Location:WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG

Supporting Documentation

| Description | View Document | Type | Size |
|-------------|---------------|------|------|
|-------------|---------------|------|------|

Fees

| Item | Cost |
|------|-------|
| Fee | £0.00 |

Back To Proposal Summary

7. You will now see a 'Success! Your Additional Supporting Documents has been submitted'.

You should also receive an email from 'noreply@scot.gov.uk' advising that your proposal has been sent to City of Edinburgh Council.

Complete an Application to Extend Period of Validity of Building Warrant

These are guidance notes for submitting forms online at eBuildingStandards.scot portal.

1.To add a blank 'Application to Extend Period of Validity of Building Warrant' form:

- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide.

2.Under 'Draft Forms', select 'Application to Extend Period of Validity of Building Warrant '.

The screenshot shows the eBuildingStandards.scot portal interface. The top navigation bar includes 'Logout' and 'Support'. The left sidebar contains links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. The main content area is divided into several sections:

- Proposal Summary:** Includes links for 'Delete Proposal' and 'New Proposal'.
- Summary:** Displays details for the 'Produce Guide for eBuilding Standards' proposal, including Status (Active), Primary Contact (John Snaddon), Date Started (18/11/2025), and Proposal Reference (500773572).
- Draft Forms:** Shows a list of draft forms. The 'Application to Extend Period of Validity of Building Warrant' form is highlighted with a red arrow. There is also an 'Add Additional Forms' button.
- Submitted Forms:** Displays a table of submitted forms, including 'Additional Supporting Documents' and 'Notice Regarding Start of Work', both submitted on 18/11/2025.
- Local Authority:** Provides contact information for the City of Edinburgh Council, including the address, telephone number, and email.
- Site Location:** Provides the address: WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG.
- Hints and Tips:** Offers guidance on submitting revised drawings, additional documents, and fees.

| Name | Submission Date |
|---------------------------------|-----------------|
| Additional Supporting Documents | 18/11/2025 |
| Notice Regarding Start of Work | 18/11/2025 |

3.To begin the 'Application to Extend Period of Validity of Building Warrant', select the link 'Main Details'.

The screenshot shows the 'Building Standards.scot' website. The top navigation bar includes 'Logout' and 'Support'. The left sidebar contains links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below these are 'eDevelopment Service' links for 'eDevelopment' and 'ePlanning'. The main content area is titled 'Application Summary' and 'Application to Extend Period of Validity of Building Warrant'. It includes a 'Need Help?' button and a table of items to be completed:

| Item | Status |
|--------------------------|--------------|
| Main Details | ✗ incomplete |
| Supporting Documentation | ✗ incomplete |
| Email Notification | ✗ incomplete |
| Declaration | ✗ incomplete |
| Fee | ✗ incomplete |

A red arrow points to 'Main Details'. Below the table, it says 'No fee has been entered'. The right sidebar shows the 'Local Authority' as 'City of Edinburgh Council' with contact details and a 'Need Help?' button. A 'Help' section at the bottom right offers a 'Preview Application to Extend Period of Validity of Building Warrant' PDF.

4.Answer the questions for the 5 sections 'Main Details', 'Supporting Documentation', 'Email Notification', 'Declaration' and 'Fee'.

Helpful hints:

Main Details

- You will need to know your **Building Warrant** reference number, which looks something like 25/00001/WARR. You can find your Building Warrant Reference number on your Building Warrant, Approved plans or any correspondence from City of Edinburgh Council Building Standards.
- The **Duly Authorised Agent** (if you had one) is likely the person who prepared your plans and may have submitted your Building Warrant application.

Supporting Documentation (Copies of certification etc.)

- No **Supporting Documents** are usually required with your Application to Extend Period of Validity of Building Warrant.

Fee

- a) The required fee to extend the validity of the Building Warrant is currently **£150**.
- b) Preferable payment method is Credit or Debit card through the application process – see point 5 on the next page.
- c) However, we can also take payment at a later date through the website. To do this, within the 'Fee' section enter '0/zero' in the 'Application Fee' and select 'Continue'.

After this a selection of reasons should appear. Please select 'Payment arranged directly with authority' and click 'Continue'. Continue to step 6.

You can then make payment at our website once form has been submitted - [Building Warrant payments – The City of Edinburgh Council](#)

Building Standards.scot

Logout Support

Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Application fee

Enter the fee for your application below.

If you're unsure, you can use the fee calculator to estimate the fee.

Enter Fee

Need Help?

Calculate the fee.

Application Fee

Choose one of the following options to enter the correct fee. Option (1) is recommended for most users, but if you have the required information from the authority or you know the correct fee then Option (2) may be used:

1. Calculate the fee using the **Fee Calculator** (Last Calculated Fee: n/a)
2. Enter the Application Fee manually in the field below in the form XXXX.XX, excluding commas and £ symbol.

Application Fee: £ 0

If you believe you are exempt from paying fees, please select a reason:

- ☐ Access for disabled persons
- ☐ Where permitted development rights are removed by way of an Article 4 Direction
- ☐ Where permitted development rights are removed by a condition imposed on a planning permission
- ☐ Repeat application
- ☐ Revised application
- ☒ Payment arranged direct with Authority

Additional Information supporting zero fees:

Cancel Confirm

5. When you have completed the 5 sections, the 'Payment Method' option will appear. Click this section and select 'Credit/Debit Card' and select 'Save'

Building Standards.scot

Home My Proposals Sharing My Account Logout 'Which Form?' Wizard Fee Calculator

Payment Method

The method of payment you select here will be applied once you have submitted the application. You won't be able to submit the application until you select one of the options below.

Select a Payment Method [Need Help ?](#)

Please select a method of payment

☒ Credit/Debit Card

Choose this option if you would prefer to pay by online (by credit/debit card)

Cancel Save

6. Once completed the 'Submit' option will appear. Click 'submit'

Building Standards.scot

Home My Proposals Sharing My Account Logout 'Which Form?' Wizard Fee Calculator eDevelopment Service ePlanning

Application Summary

Application to Extend Period of Validity of Building Warrant [Need Help ?](#)

The following items must be completed before you can submit your application. Your progress is saved at each step.

View the Building Standards Customer Journey which includes information on what documentation to include with your application [here](#)

Online Reference: 500773572-004

| Item | Status |
|--------------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✓ complete |
| Email Notification | ✓ complete |
| Declaration | ✓ complete |
| Fee Amount to pay: £ 150.00 | ✓ complete |
| Payment Method | ✓ complete |
| Submit | ✗ incomplete |

Local Authority [Need Help ?](#)

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7826
✉ Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Help

[Preview Application to Extend Period of Validity of Building Warrant](#)
PDF opens in a new window

7. You are now ready to submit your application. Select 'I Accept' and then 'Submit'.

LogoutSupport

e

Building Standards.scot

Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Service

eDevelopment

ePlanning

Submission Summary - Preview

Before submitting your application we want to confirm your agreement with what happens next and ensure that you are happy with your application.

Firstly, you can preview your application, appeal or submission before you send it in by clicking on the pdf link below.

Secondly, by clicking the 'I accept' button below, you acknowledge the following:

- You agree to the form and associated information being sent to the local authority.
- If you are not the person applying, you have informed the person who is about these terms.

I Accept

Submit

Summary Information

Need Help?

View Form PDF (opens in a new window)

Online Reference:500773572-004

Form:Application to Extend Period of Validity of Building Warrant

Payment Method:Credit/Debit Card

Authority Name:City of Edinburgh Council

Authority Address:Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

Authority Telephone:Tel: 0131 529 7826

Authority Fax:

Authority Email Address:Planningandbuildingstandards.support@edinburgh.gov

Agent Name:

Applicant Name:John Shaddon

Location:WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG

Supporting Documentation

| Description | View Document | Type | Size |
|-------------|---------------|------|------|
|-------------|---------------|------|------|

Fees

| Item | Cost |
|------|---------|
| Fee | £150.00 |

Back To Proposal Summary

8.You will now be directed to City of Edinburgh Council's payment page. Complete your card details and then 'Submit'.

BillingPaymentReviewReceipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1 *

Address Line 2

City *

Country/Region *

United Kingdom

Zip/Postal Code *

Phone Number

Email *

Next

Cancel Order

Your Order

Total amount

£150.00

9. Once payment has been completed, you will be redirected back to the eBuilding Standards website. You will now see a 'Success! Your 'Application to Extend Period of Validity of Building Warrant' has been submitted.

You should also receive an email from 'noreply@scot.gov.uk' advising that your proposal has been sent to City of Edinburgh Council.

The screenshot shows the eBuilding Standards.scot website. At the top right are links for 'Logout' and 'Support'. The main header features the 'eBuilding Standards.scot' logo. A left-hand navigation menu includes links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is the 'eDevelopment Service' section with buttons for 'eDevelopment' and 'ePlanning'. A green success banner at the top of the main content area reads: 'Success! Your Application to Extend Period of Validity of Building Warrant has been submitted!'. Below this is the 'Submission Details' section, which includes a link to 'Download submission archive' and a link to 'View Form PDF (opens in a new window)'. The submission details are as follows:

| | |
|--------------------------|--|
| Online Reference: | 500773572-004 |
| Form: | Application to Extend Period of Validity of Building Warrant |
| Payment Method: | |
| Authority Name: | City of Edinburgh Council |
| Authority Address: | Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG |
| Authority Telephone: | Tel: 0131 529 7826 |
| Authority Fax: | |
| Authority Email Address: | Planningandbuildingstandards.support@edinburgh.gov |
| Agent Name: | John Snaddon |
| Applicant Name: | |
| Location: | WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG |

Below the submission details is the 'Supporting Documentation' section, which contains a table with columns for 'Description', 'View Document', 'Type', and 'Size'. Under this table is a 'Fees' section with a table:

| Item | Cost |
|------|---------|
| Fee | £150.00 |

At the bottom of the submission details section is a link: '← Back To Proposal Summary', which is highlighted with a red arrow.

10. Select 'Back to Proposal Summary' and you will see your 'Application to Extend Period of Validity of Building Warrant' listed under 'Submitted Forms'.

The screenshot shows the 'Proposal Summary' page on the eBuilding Standards.scot website. At the top right are links for 'Logout' and 'Support'. The main header features the 'eBuilding Standards.scot' logo. A left-hand navigation menu includes links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is the 'eDevelopment Service' section with buttons for 'eDevelopment' and 'ePlanning'. The 'Proposal Summary' page has a header with 'Delete Proposal' and 'New Proposal' links. The main content area is divided into several sections:

- Summary:** Includes a 'Need Help?' link and a 'Guide' section with the text 'Produce Guide for eBuilding Standards'. It also lists 'Status: Active', 'Primary Contact: John Snaddon', 'Date Started: 18/11/2025', and 'Proposal Reference: 500773572'.
- Local Authority:** Includes a 'Need Help?' link and lists 'City of Edinburgh Council', 'Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG', 'Tel: 0131 529 7826', and 'Planningandbuildingstandards.support@edinburgh.gov'. It also states 'The authority accepts payments by: Online by Credit/Debit Card'.
- Site Location:** Lists 'WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG'.
- Submitted Forms:** Includes a 'Need Help?' link and a table of submitted forms. A red arrow points to the 'Application to Extend Period of Validity of Building Warrant' entry.
- Hints and Tips:** Includes a 'Need Help?' link and a list of tips: 'How do I submit revised drawings?', 'How do I submit additional documents such as revised drawings, reports, and electrical certificates, to my application?', 'My application is still shown in draft despite me paying the fee?', 'How much will my fee be?', and 'Can I share my proposal with a colleague, client or friend?'.

Complete a Completion Certificate with Additional Supporting Documents (Single Submission - Householder, Non-Domestic etc.)

These are guidance notes for submitting forms online at eBuildingStandards.scot portal.

1. To add a blank Completion Certificate form:

- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide

2. Under 'Draft Forms', select 'Completion Certificate'.

The screenshot shows the eBuildingStandards.scot portal interface. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is the 'eDevelopment Services' section with 'eDevelopment' and 'ePlanning' buttons. The main content area is titled 'Proposal Summary' and includes a 'Delete Proposal' button and a '+ New Proposal' button. The 'Summary' section displays details: Guide (Produce Guide for eBuilding Standards), Status (Active), Primary Contact (John Snaddon), Date Started (18/11/2025), and Proposal Reference (500773572). The 'Local Authority' section identifies the City of Edinburgh Council with contact details and email. The 'Draft Forms' section, which has a 'Need Help' button, contains the instruction 'To complete the proposal click on the form.' and lists 'Completion Certificate' (highlighted with a red arrow) and 'Add Additional Forms'. The 'Submitted Forms' section, also with a 'Need Help' button, states that forms are removed 90 days after submission and lists three submitted forms with their dates. The 'Hints and Tips' section on the right provides guidance on submitting revised drawings, additional documents, application status, fees, and sharing proposals.

Logout Support

eBuildingStandards.scot

Home
My Proposals
Sharing
My Account
Logout
'Which Form?' Wizard
Fee Calculator

eDevelopment Services
eDevelopment
ePlanning

Proposal Summary

Delete Proposal | + New Proposal

Summary

Need Help ?

Guide
Produce Guide for eBuilding Standards

Status: Active
Primary Contact: John Snaddon
Date Started: 18/11/2025
Proposal Reference: 500773572

Local Authority

Need Help ?

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7826
Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Site Location

WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG

Draft Forms

Need Help ?

To complete the proposal click on the form.

Completion Certificate

+ Add Additional Forms

Submitted Forms

Need Help ?

Submitted forms are automatically removed from the site 90 days after the submission date.

| Name | Submission Date |
|--|-----------------|
| Additional Supporting Documents | 18/11/2025 |
| Application to Extend Period of Validity of Building Warrant | 18/11/2025 |
| Notice Regarding Start of Work | 18/11/2025 |

Hints and Tips

- How do I submit revised drawings?
- How do I submit additional documents such as revised drawings, reports, and electrical certificates, to my application?
- My application is still shown in draft despite me paying the fee?
- How much will my fee be?
- Can I share my proposal with a colleague, client or friend?

3. To begin the 'Completion Certificate', select the link 'Main Details'.

The screenshot shows the 'Building Standards.scot' website interface. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is the 'eDevelopment Services' section with 'eDevelopment' and 'ePlanning' links. The main content area is titled 'Application Summary' and contains a 'Completion Certificate' section. This section has a 'Need Help?' button and text explaining that items must be completed before submission. It lists four items: 'Main Details', 'Supporting Documentation', 'Email Notification', and 'Declaration', all marked as 'incomplete'. A red arrow points to 'Main Details'. To the right is the 'Local Authority' section for 'City of Edinburgh Council', providing contact details and a 'Need Help?' button. At the bottom right is a 'Help' section with a 'Preview Completion Certificate' link. A 'Back to Proposal Summary' link is at the bottom left of the main content area.

| Item | Status |
|--------------------------|--------------|
| Main Details | ✗ incomplete |
| Supporting Documentation | ✗ incomplete |
| Email Notification | ✗ incomplete |
| Declaration | ✗ incomplete |

4. Answer the questions for the 4 sections 'Main Details', 'Supporting Documentation', 'Email Notification' and 'Declaration'.

Helpful hints:

Main Details – Always required

- You will need to know your **Building Warrant** reference number, which looks something like 25/00001/WARR. You can find your Building Warrant Reference number on your Building Warrant, Approved plans or any correspondence from City of Edinburgh Council Building Standards.
- The **Duly Authorised Agent** (if you had one) is likely the person who prepared your plans and may have submitted your Building Warrant application.
- The **relevant person** is usually the person with overall responsibility for authorising the work in the first place, such as the homeowner, tenant or building owner. The relevant person is also accountable for

the completed work. The relevant person is not the builder who undertook the work for you.

- d) The details of the building **owner** must be provided.

Main Details – Sometimes required

- a) An **Amendment of Building Warrant** is needed when your design changes from your approved Building Warrant.
- b) If any legal **notices** have been served on the building, provide details.
- c) A **relaxation** is when a person applies to Scottish Ministers to relax or dispense with a provision of the building regulations.
- d) **Certificate of Construction** - scheme members (usually electricians and plumbers) undertake work and issue certification for electrical installations and/or drainage/heating/plumbing.
- e) **Certificate of Design** - scheme members (usually structural engineers and energy assessors) design and issue certification for the Structures and/or the Energy components of your building work.
- f) If relevant, a **Notice of Finalisation** (Form Q /Schedule 1) is issued by a Certifier of Design (usually a structural engineer).
- g) An **EPC** (Energy Performance Certificate) is required for new buildings.
- h) A statement of **sustainability** is required for new buildings.
- i) A **Fire Safety Design Summary** is required for new non-domestic buildings.
- j) If relevant, a **Continuing requirement** is where your building warrant has ongoing requirements attached to it.

Supporting Documentation (Copies of certification etc.)

This is where you can add documents to support your application, the most likely documents you will need to upload will be drawings, reports, photos and any copies of certification.

Please note - There are rules about the size of electronic files and orientation of documents that you need to follow:

- *Each electronic file must be no larger than 10Mb.*
- *You can supply up to 200Mb in total for all supporting files.*
- *Drawings to be viewed as landscape should be supplied as landscape.*
- *If you do not know the paper size, choose 'Not Applicable'.*

- i. To begin, select the link 'Supporting Documentation'.

LogoutSupport

eBuilding Standards.scot

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Application Summary

Additional Supporting DocumentsNeed Help?

The following items must be completed before you can submit your application. Your progress is saved at each step.

Online Reference: 500773572-008

| Item | Status |
|--------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✗ incomplete |
| Email Notification | ✗ incomplete |
| Declaration | ✗ incomplete |

Back to Proposal Summary

Local AuthorityNeed Help?

City of Edinburgh Council

Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG

Tel: 0131 629 7828

✉ Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Help

Preview Additional Supporting Documents

PDF opens in a new window

ii. Select 'Yes' and click the 'Continue' Button

LogoutSupport

eBuilding Standards.scot

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Supporting Documentation

Supporting Documentation OptionNeed Help?

Do you intend to provide supporting documentation?

☒ Yes

Select this option if you plan to provide supporting documentation.

☐ No

Select this option if you do not plan to provide supporting documentation.

Continue

Back to Summary

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

The first screenshot, titled 'Details of Supporting Documentation', shows a user interface with a header bar. Below the header, it states 'The documents that you have already added to this application, or in' and 'You are currently using 0% of your quota - 0 Kb of 200 Mb'. A red arrow points to a red button labeled 'Add Document Details'. Below this button are two input fields: 'Description' and 'Document Type'. The second screenshot, titled 'Attachment Type Options', shows a user interface with a header bar. Below the header, it says 'Please select the required option:'. There are two radio button options: 'Upload' (selected) and 'Post'. The 'Upload' option has a list of supported file formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and X3D. The 'Post' option has a description: 'Select this option if you want to post a copy of a document.' A red arrow points to the 'Continue' button at the bottom.

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

- 'Document Type' – **Choose correct type**
- 'Attach File' - **Choose correct file from device**
- 'Description' - **Certificate Name**

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.

Once completed click 'Upload'.

The screenshot shows the 'Supporting Documentation' page on the eBuilding Standards.scot website. The page has a header bar with 'Logout' and 'Support' links. On the left, there is a sidebar with navigation links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below the sidebar, there are links for 'eDevelopment Services', 'eDevelopment', and 'ePlanning'. The main content area is titled 'Supporting Documentation' and contains a form for uploading documents. The form has a header bar with 'Upload Document' and a 'Need Help?' link. Below the header, it says 'Please complete or modify the details listed below as appropriate.' The form fields are: 'Document Type: *' (dropdown menu with 'Other' selected), 'Unique Drawing Reference Number:' (text input), 'Revision Number:' (text input), 'Description: *' (text input with 'Electrical Certificate' entered), 'Attach File: *' (button labeled 'Choose File' and 'Guide.docx'), and 'Paper Size' (dropdown menu with 'A4' selected). Below the form fields, there is a note: 'Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.' and another note: 'Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.' At the bottom of the form, there is a checkbox labeled 'I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.' The 'Upload' button is highlighted with a red arrow.

- v. Once uploaded, you can add the additional documents by selecting 'Add Document Details' as per step iii. Once all information has been uploaded complete by selecting 'I have finished adding documents and this section is completed' then 'Save'

LogoutSupport

e

Building Standards.scot

Home

My Proposals

Sharing

My Account

Logout

Which Form? Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Supporting Documentation

Building applications: You must include supporting documents for most applications, for example architectural drawings for a variety of application forms, certificates, and any extra documents that your Local Authority have asked for, and any other documents that you want to be considered in your application.

Additional documentation: You must include any extra documents that the Local Authority has asked for and / or provide any documents you want to be considered with your application.

All documents uploaded must be:

- In one of the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW,
- Less than **10MB** in file size, and
- Supplied in the correct orientation, e.g. drawings to be viewed as landscape are to be uploaded as landscape.

You can attach the documents online or send these documents by post.

If you decide you would like to post documents, please check with your planning authority that they accept documents for electronic applications by post.

Please post your supporting documents to your planning authority or the Planning and Environmental Appeals Division (DPEA) using the contact details in the link above. (This does not apply to extra documents sent after the application or appeal has been made using the Additional Supporting Documents (ASD) form.)

If you use all 200MB available in this form you can upload more using an ASD form. You can find guidance on how to do this [here](#).

Add details of the documents you will be providing in the panel below.

Details of Supporting Documentation

Need Help?

The documents that you have already added to this application, or intend to send by post support your application, are shown below.

You are currently using 0.5% of your quota - 26.1 Kb of 200 Mb

Add Document Details

Delete All Documents

| Description | Document Type | Size | Status | Date Uploaded | Action |
|------------------------|-----------------------|---------|----------|---------------------|---------------|
| Engineers Form Q | Certificate of Design | 13.0 Kb | Attached | 20/11/2025 09:33:26 | Edit Delete |
| Electrical Certificate | Other | 13.0 Kb | Attached | 20/11/2025 09:30:17 | Edit Delete |

Please indicate whether you have added details of all the documentation you intend to provide.

☒ I intend to add more supporting documents later.

☐ I have finished adding supporting documents and this section is completed.

Save

5. When you have completed the 4 sections, you will see 4 green ticks. And the 'Submit' option will appear. Click 'submit'

[Logout](#) [Support](#)

e Building Standards.scot

[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
[Logout](#)
[Which Form? Wizard](#)
[Fee Calculator](#)

eDevelopment Service
eDevelopment
ePlanning

Application Summary

Completion Certificate [Need Help ?](#)
The following items must be completed before you can submit your application. Your progress is saved at each step.
View the Building Standards Customer Journey which includes information on what documentation to include with your application [here](#)
Online Reference: 500773572-005

| Item | Status |
|--------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✓ complete |
| Email Notification | ✓ complete |
| Declaration | ✓ complete |
| Submit | ✗ incomplete |

[Back to Proposal Summary](#)**Local Authority** [Need Help ?](#)
City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7826
[✉ Planningandbuildingstandards.support@edinburgh.gov](mailto:Planningandbuildingstandards.support@edinburgh.gov)
The authority accepts payments by:
• Online by Credit/Debit Card**Help**
[Preview Completion Certificate](#)
PDF opens in a new window

6. You are now ready to send in your application. Select 'I Accept' and then 'Submit'.

[Logout](#) [Support](#)

e Building Standards.scot

[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
[Logout](#)
[Which Form? Wizard](#)
[Fee Calculator](#)

eDevelopment Service
eDevelopment
ePlanning

Submission Summary - Preview

Before submitting your application we want to confirm your agreement with what happens next and ensure that you are happy with your application.
Firstly, you can preview your application, appeal or submission before you send it in by clicking on the pdf link below.
Secondly, by clicking the 'I accept' button below, you acknowledge the following:

- You agree to the form and associated information being sent to the local authority.
- If you are not the person applying, you have informed the person who is about these terms.

[I Accept](#) [Submit](#)

Summary Information [Need Help ?](#)
[View Form PDF \(opens in a new window\)](#)
Online Reference: 500773572-005
Form: Completion Certificate
Payment Method: City of Edinburgh Council
Authority Name: Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG
Authority Address: Tel: 0131 529 7826
Authority Telephone: Planningandbuildingstandards.support@edinburgh.gov
Authority Fax:
Authority Email Address:
Agent Name: John Snaddon
Applicant Name: WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG
Location:
Supporting Documentation

| Description | View Document | Type | Size |
|-------------|---------------|------|------|
| Fees | | | |
| Item | Cost | | |
| Fee | £0.00 | | |

[Back To Proposal Summary](#)

7. You will now see a 'Success! Your Completion Certificate has been submitted'.

You should also receive an email from 'noreply@scot.gov.uk' advising that your proposal has been sent to City of Edinburgh Council.

The screenshot shows the Building Standards.scot website interface. At the top right, there are links for 'Logout' and 'Support'. The main header features the 'Building Standards.scot' logo. On the left, a vertical navigation menu includes links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this menu, there are sections for 'eDevelopment Services' with links for eDevelopment and ePlanning. A green banner at the top of the main content area displays a success message: 'Success! Your Completion Certificate has been submitted!'. The main content area is titled 'Submission Details' and contains a summary of the submission, a link to 'Download submission archive', and a link to 'View Form PDF (opens in a new window)'. It lists submission details such as Online Reference (500773572-005), Form (Completion Certificate), Payment Method, Authority Name (City of Edinburgh Council), Authority Address (Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG), Authority Telephone (0131 529 7826), Authority Fax, Authority Email Address (Planningandbuildingstandards.support@edinburgh.gov), Agent Name, Applicant Name (John Snaddon), and Location (WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG). Below this, there is a table for 'Supporting Documentation' with columns for Description, View Document, Type, and Size. A 'Fees' section follows, with a table showing Item (Fee) and Cost (£0.00). At the bottom of the submission details, there is a link 'Back To Proposal Summary' with a red arrow pointing to it.

8. Select 'Back to Proposal Summary' and you will see your 'Completion Certificate' listed under 'Submitted Forms'.

The screenshot shows the Building Standards.scot website interface after selecting 'Back to Proposal Summary'. The main header and navigation menu are the same as in the previous screenshot. The main content area is titled 'Proposal Summary' and includes links for 'Delete Proposal' and 'New Proposal'. It is divided into several sections: 'Summary' (with a 'Need Help?' link), 'Local Authority' (with a 'Need Help?' link), 'Draft Forms' (with a 'Need Help?' link), 'Submitted Forms' (with a 'Need Help?' link), and 'Hints and Tips'. The 'Submitted Forms' section displays a table of submitted forms, with columns for Name and Submission Date. The table lists four items: 'Additional Supporting Documents' (18/11/2025), 'Application to Extend Period of Validity of Building Warrant' (18/11/2025), 'Completion Certificate' (18/11/2025), and 'Notice Regarding Start of Work' (18/11/2025). A red arrow points to the 'Completion Certificate' row. The 'Hints and Tips' section on the right provides guidance on submitting revised drawings, additional documents, application status, fees, sharing proposals, and council receipt.

Complete a Completion Certificate with Additional Supporting Documents (Multi-Plot Developments)

These are guidance notes for site agents submitting forms online at eBuildingStandards.scot portal.

1. To add a blank Completion Certificate form:

- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide

2. Under 'Draft Forms', select 'Completion Certificate'.

The screenshot shows the eBuildingStandards.scot portal interface. On the left is a navigation menu with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is the 'eDevelopment Service' section with 'eDevelopment' and 'ePlanning' buttons. The main content area is titled 'Proposal Summary' and includes links for 'Delete Proposal' and 'New Proposal'. It is divided into several sections: 'Summary' (with a 'Need Help?' button), 'Local Authority' (City of Edinburgh Council details), 'Draft Forms' (with a 'Need Help?' button and a red arrow pointing to the 'Completion Certificate' link), 'Submitted Forms' (with a 'Need Help?' button and a table of submitted forms), 'Site Location', and 'Hints and Tips'.

Proposal Summary

[Delete Proposal](#) | [New Proposal](#)

Summary Need Help ?

Guide
Produce Guide for eBuilding Standards

Status: Active
Primary Contact: John Snaddon
Date Started: 18/11/2025
Proposal Reference: 500773572

Local Authority Need Help ?

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7826
Email: Planningandbuildingstandards.support@edinburgh.gov
The authority accepts payments by:
• Online by Credit/Debit Card

Draft Forms Need Help ?

To complete the proposal click on the form.

[Completion Certificate](#)

[Add Additional Forms](#)

Submitted Forms Need Help ?

Submitted forms are automatically removed from the site 90 days after the submission date.

| Name | Submission Date |
|--|-----------------|
| Additional Supporting Documents | 18/11/2025 |
| Application to Extend Period of Validity of Building Warrant | 18/11/2025 |
| Notice Regarding Start of Work | 18/11/2025 |

Site Location

WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG

Hints and Tips

- ▶ How do I submit revised drawings?
- ▶ How do I submit additional documents such as revised drawings, reports, and electrical certificates, to my application?
- ▶ My application is still shown in draft despite me paying the fee?
- ▶ How much will my fee be?
- ▶ Can I share my proposal with a colleague, client or friend?

3. To begin the 'Completion Certificate', select the link 'Main Details'.

The screenshot shows the 'Building Standards.scot' website interface. The top navigation bar includes 'Logout' and 'Support'. The left sidebar contains links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below the sidebar are 'eDevelopment Services' (eDevelopment) and 'ePlanning' buttons. The main content area is titled 'Application Summary' and 'Completion Certificate'. It contains instructions and a table of items to be completed. A red arrow points to the 'Main Details' link in the table. The right-hand panel shows 'Local Authority' information for the City of Edinburgh Council and a 'Help' section with a 'Preview Completion Certificate' link.

| Item | Status |
|--------------------------|--------------|
| Main Details | ✗ incomplete |
| Supporting Documentation | ✗ incomplete |
| Email Notification | ✗ incomplete |
| Declaration | ✗ incomplete |

4. Answer the questions for the 4 sections 'Main Details', 'Supporting Documentation', 'Email Notification' and 'Declaration'.

Helpful hints:

Main Details – Always required

- You will need to know your **Building Warrant** reference number, which looks something like 25/00001/WARR. You can find your Building Warrant Reference number on your Building Warrant, Approved plans or any correspondence from City of Edinburgh Council Building Standards.
- The **Duly Authorised Agent** (if you had one) is likely the person who prepared your plans and may have submitted your Building Warrant application.
- The **relevant person** is usually the person with overall responsibility for authorising the work in the first place, such as the homeowner, tenant or building owner. The relevant person is also accountable for the completed work.

Main Details – Sometimes required

- a) An **Amendment of Building Warrant** is needed when your design changes from your approved Building Warrant.
 - b) If any legal **notices** have been served on the building, provide details.
 - c) Please note **separate** Completion Certificate Submissions should be applied for each of the addresses/plots - this will allow us to issue an individual Completion Certificate Acceptance for each address.
- i. This can be done by entering “Yes” in the section “Building Warrant Address” on the Submission as per the guidance on the form.

The screenshot shows the 'Building warrant address' form on the Building Standards.scot website. The page has a grey header with 'Logout' and 'Support' links. The main content area has a white background. On the left, there is a red sidebar with navigation links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below the sidebar, there are three colored boxes: eDevelopment Service (green), eDevelopment (green), and ePlanning (blue). The main form area has a grey header with the title 'Building warrant address'. Below the header, there is a progress bar showing 'Progress: 38%'. A red arrow points to the 'Yes' radio button for the question 'Is the address of the building to which this submission applies different from the address of the associated building warrant? *'. The 'No' radio button is also visible. Below the question, there is a text box for the address. At the bottom of the form, there are buttons for 'Save And Exit', 'Clear Page', 'Previous', and 'Next'. A 'Need Help ?' button is also present in the top right corner of the form area.

Building Standards.scot

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Service

eDevelopment

ePlanning

Building warrant address

An asterisk (*) indicates required fields.

Progress: 38%

Need Help ?

Is the address of the building to which this submission applies different from the address of the associated building warrant? *

☒ Yes ☐ No

Where the address has been amended since the building warrant was granted, or where the submission covers only part of a building warrant (for example is for one house in a development of several dwellings that were subject to a single warrant) an address identifying the work covered by the submission must be supplied.

Save And Exit Clear Page Previous Next

- ii. The next page allows you enter the address of the particular plot to be covered by the submission. Complete the address and then click 'Next'.

Building warrant address continued

An asterisk (*) indicates required fields.

Progress: 42%

Need Help ?

Provide the address to which this submission applies.

You can add multiple addresses by clicking the 'Add' button

Remove << < 1/1 > >> Add

Address Details

Address Line 1: *

Address Line 2:

Town/City: *

Postcode: *

Save And Exit Clear Page

Previous Next

- iii. The next page asks, 'does this submission cover all the work under the building warrant?' select 'No' as you are only applying for a single plot and click 'Next'.

Description of building

An asterisk (*) indicates required fields.

Progress: 46%

Need Help ?

Does this submission cover all the work under the building warrant? *

Yes No

Save And Exit Clear Page

Previous Next

- iv. The next page asks for details of the work which relates to the submission. Here you can confirm the specific plot being applied for. Please note, unless it's the last plot on the site select 'No' for the question 'is this the last submission related to the building warrant' and then click 'Next'.

The screenshot shows the 'Description of building continued' page on the Building Standards.scot website. The page has a dark grey header with 'Logout' and 'Support' links. On the left is a red sidebar with navigation links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is a section for 'eDevelopment Services' with 'eDevelopment' and 'ePlanning' buttons. The main content area has a title bar 'Description of building continued'. Below it is a progress bar showing 'Progress: 50%'. A 'Need Help ?' button is in the top right. The main text area says 'Please describe the work to which this submission applies: * (Max characters 750)'. A text box contains 'Plot 44'. Below the text box, it says 'Max 750 characters 743 characters remaining'. At the bottom, there is a question 'Is this the last submission related to the building warrant? *' with radio buttons for 'Yes' and 'No'. The 'No' button is selected and has a red arrow pointing to it. Below the question are 'Save And Exit' and 'Clear Page' buttons. At the bottom right are 'Previous' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

- d) A **relaxation** is when a person applies to Scottish Ministers to relax or dispense with a provision of the building regulations.
- e) **Certificate of Construction** - scheme members (usually electricians and plumbers) undertake work and issue certification for electrical installations and/or drainage/heating/plumbing.
- f) **Certificate of Design** - scheme members (usually structural engineers and energy assessors) design and issue certification for the Structures and/or the Energy components of your building work.
- g) If relevant, a **Notice of Finalisation** (Form Q/Schedule 1) is issued by a Certifier of Design (usually a structural engineer).
- h) An **EPC** (Energy Performance Certificate) is required for new buildings.
- i) A statement of **sustainability** is required for new buildings.
- j) A **Fire Safety Design Summary** is required for new non-domestic buildings.
- k) If relevant, a **Continuing requirement** is where your building warrant has ongoing requirements attached to it.

Supporting Documentation (Copies of certification etc.)

This is where you can add documents to support your submission. To add the certification required for the plot **you must first collate all the certificates required into a single PDF**. Submitting multiple documents for a single plot is not accepted.

Certificates would include such things as Electrical Certification, Sustainability Certification Sound Tests, Air Leakage results etc (any communal area certification should also be collated into a single PDF).

Please note - There are rules about the size of electronic files and orientation of documents that you need to follow:

- *Each electronic file must be no larger than 10Mb.*
- *You can supply up to 200Mb in total for all supporting files.*
- *Drawings to be viewed as landscape should be supplied as landscape.*
- *If you do not know the paper size, choose 'Not Applicable'.*

- To begin, select the link 'Supporting Documentation'.

The screenshot shows the 'Application Summary' page on the Building Standards.scot website. The page is divided into several sections:

- Left Sidebar:** Contains navigation links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below these are links for eDevelopment Services (eDevelopment and ePlanning).
- Application Summary Header:** A grey bar at the top of the main content area.
- Additional Supporting Documents:** A section with a 'Need Help ?' button. It contains a table of items to be completed before submission. A red arrow points to the 'Supporting Documentation' row, which is marked as 'incomplete'.
- Local Authority:** A section with a 'Need Help ?' button, displaying contact information for the City of Edinburgh Council, including the address, telephone number, and email address.
- Help:** A section at the bottom right with a 'Preview Additional Supporting Documents' button and a note that the PDF opens in a new window.

| Item | Status |
|--------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✗ incomplete |
| Email Notification | ✗ incomplete |
| Declaration | ✗ incomplete |

ii. Select 'Yes' and click the 'Continue' Button

The screenshot shows the 'Supporting Documentation' page on the Building Standards.scot website. The page has a dark blue header with 'Logout' and 'Support' links. On the left is a red sidebar with navigation links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below the sidebar are 'eDevelopment Services' (eDevelopment and ePlanning) and a 'Back to Summary' link. The main content area is titled 'Supporting Documentation Option' and contains a question: 'Do you intend to provide supporting documentation?'. There are two radio button options: 'Yes' (selected with a red arrow) and 'No'. Below the options is a red 'Continue' button. A 'Need Help ?' link is in the top right corner of the main content area.

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

The first screenshot shows the 'Details of Supporting Documentation' screen. It has a dark blue header and a red 'Add Document Details' button. Below the button are two input fields: 'Description' and 'Document Type'. A red arrow points to the 'Add Document Details' button. The second screenshot shows the 'Attachment Type Options' screen. It has a dark blue header and a red 'Continue' button. The main content area asks 'Please select the required option.' and has two radio button options: 'Upload' (selected with a red arrow) and 'Post'. Below the options is a red 'Continue' button. A red arrow points to the 'Continue' button.

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

- 'Document Type' - **Other**
- 'Unique Drawing Reference Number' - **Plot (insert number) – (insert first line of address)**
- 'Attach File' - **Choose correct file from device**
- 'Description' - **Plot (insert number) Certification**

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.

Once completed click 'Upload'.

[Logout](#) [Support](#)

eBuilding Standards.scot

[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
[Logout](#)
[Which Form? Wizard](#)
[Fee Calculator](#)

eDevelopment Services
[eDevelopment](#)
[ePlanning](#)

Supporting Documentation

An asterisk (*) indicates required fields.

Upload Document [Need Help ?](#)

Please complete or modify the details listed below as appropriate.

Document Type: * ?

Unique Drawing Reference Number:

Revision Number:

Description: *

Attach File: * Guide.docx

Please ensure that documents are supplied in the correct orientation, e.g. drawings to be viewed as landscape are supplied as landscape etc.

Paper Size ?

Your document may be printed by the local authority. Ensure that this document can be printed from the submitted file and, if it is a drawing or plan, that it has also been clearly annotated with a scale bar and the key measurements.

☒ I have read and followed these instructions. I will not be able to proceed unless the document meets this specification. You are reminded that you have previously accepted the Terms and Conditions relating to this site, and in continuing to utilise this site, you must ensure adherence to those Terms and Conditions including the governance of Copyright and publication.

- v. Once uploaded is complete, select 'I have finished adding documents and this section is completed' then 'Save'

LogoutSupport

eBuilding Standards.scot

Home

My Proposals

Sharing

My Account

Logout

"Which Form?" Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Supporting Documentation

Building applications: You must include supporting documents for most applications, for example architectural drawings for a variety of application forms, certificates, and any extra documents that your Local Authority have asked for, and any other documents that you want to be considered in your application.

Additional documentation: You must include any extra documents that the Local Authority has asked for and / or provide any documents you want to be considered with your application.

All documents uploaded must be:

- In one of the following formats: DOC, DOCX, GIF, JPG, PDF, PLT, TIF, TXT, XLS, XLSX and XLW,
- Less than **10MB in file size**, and
- Supplied in the correct orientation, e.g. drawings to be viewed as landscape are to be uploaded as landscape.

You can attach the documents online or send these documents by post.

If you decide you would like to post documents, please check with your planning authority that they accept documents for electronic applications by post.

Please post your supporting documents to your planning authority or the Planning and Environmental Appeals Division (DPEA) using the contact details in the link above. (This does not apply to extra documents sent after the application or appeal has been made using the Additional Supporting Documents (ASD) form.)

If you use all 200MB available in this form you can upload more using an ASD form. You can find guidance on how to do this [here](#).

Add details of the documents you will be providing in the panel below.

Details of Supporting Documentation

Need Help?

The documents that you have already added to this application, or intend to send by post support your application, are shown below.

You are currently using 0.5% of your quota - 13.0 Kb of 200 Mb

Add Document Details

Delete All Documents

| Description | Document Type | Size | Status | Date Uploaded | Action |
|-----------------------|---------------|---------|----------|---------------------|---------------|
| Plot 44 Certification | Other | 13.0 Kb | Attached | 19/11/2025 16:29:38 | Edit Delete |

Please indicate whether you have added details of all the documentation you intend to provide.

☒ I intend to add more supporting documents later.

☐ I have finished adding supporting documents and this section is completed.

Save

5. When you have completed the 4 sections, you will see 4 green ticks. And the 'Submit' option will appear. Click 'submit'

Logout Support

eBuilding Standards.scot

[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
[Logout](#)
[Which Form? Wizard](#)
[Fee Calculator](#)

Application Summary

Completion Certificate [Need Help ?](#)

The following items must be completed before you can submit your application. Your progress is saved at each step.
View the Building Standards Customer Journey which includes information on what documentation to include with your application [here](#)
Online Reference: 500773572-005

| Item | Status |
|--------------------------|--------------|
| Main Details | ✓ complete |
| Supporting Documentation | ✓ complete |
| Email Notification | ✓ complete |
| Declaration | ✓ complete |
| Submit | ✗ incomplete |

[Back to Proposal Summary](#)

Local Authority [Need Help ?](#)

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7826
Planningandbuildingstandards.support@edinburgh.gov
The authority accepts payments by:

- Online by Credit/Debit Card

Help

[Preview Completion Certificate](#)
PDF opens in a new window

6. You are now ready to send in your application. Select 'I Accept' and then 'Submit'.

Logout Support

eBuilding Standards.scot

[Home](#)
[My Proposals](#)
[Sharing](#)
[My Account](#)
[Logout](#)
[Which Form? Wizard](#)
[Fee Calculator](#)

Submission Summary - Preview

Before submitting your application we want to confirm your agreement with what happens next and ensure that you are happy with your application.

Firstly, you can preview your application, appeal or submission before you send it in by clicking on the pdf link below.

Secondly, by clicking the 'I accept' button below, you acknowledge the following:

- You agree to the form and associated information being sent to the local authority.
- If you are not the person applying, you have informed the person who is about these terms.

[I Accept](#) [Submit](#)

Summary Information [Need Help ?](#)

[View Form PDF \(opens in a new window\)](#)

Online Reference: 500773572-005
Form: Completion Certificate
Payment Method:
Authority Name: City of Edinburgh Council
Authority Address: Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG
Authority Telephone: Tel: 0131 529 7826
Authority Fax:
Authority Email Address: Planningandbuildingstandards.support@edinburgh.gov
Agent Name:
Applicant Name: John Snaddon
Location: WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG

Supporting Documentation

| Description | View Document | Type | Size |
|-------------|---------------|------|------|
|-------------|---------------|------|------|

Fees

| Item | Cost |
|------|-------|
| Fee | £0.00 |

[Back To Proposal Summary](#)

7. You will now see a 'Success! Your Completion Certificate has been submitted'.

You should also receive an email from 'noreply@scot.gov.uk' advising that your proposal has been sent to City of Edinburgh Council.

The screenshot shows the Building Standards.scot website interface. At the top right, there are links for 'Logout' and 'Support'. The main header features the 'Building Standards.scot' logo. A left-hand navigation menu includes links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this menu, there are sections for 'eDevelopment Service' with 'eDevelopment' and 'ePlanning' buttons. A green success banner at the top of the main content area reads: 'Success! Your Completion Certificate has been submitted!'. Below this, the 'Submission Details' section provides a summary of the submission, including a link to 'Download submission archive' and a link to 'View Form PDF (opens in a new window)'. The submission details are as follows:

| | |
|--------------------------|--|
| Online Reference: | 500773572-005 |
| Form: | Completion Certificate |
| Payment Method: | |
| Authority Name: | City of Edinburgh Council |
| Authority Address: | Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG |
| Authority Telephone: | Tel: 0131 529 7826 |
| Authority Fax: | |
| Authority Email Address: | Planningandbuildingstandards.support@edinburgh.gov |
| Agent Name: | |
| Applicant Name: | John Snaddon |
| Location: | WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG |

Below the submission details, there is a section for 'Supporting Documentation' which contains a table with columns for Description, View Document, Type, and Size. This section is currently empty. Below that is a 'Fees' section with a table with columns for Item and Cost. This table also contains one row for 'Fee' with a cost of '£0.00'. At the bottom of the submission details box, there is a link 'Back To Proposal Summary' with a red arrow pointing to it.

8. Select 'Back to Proposal Summary' and you will see your 'Completion Certificate' listed under 'Submitted Forms'.

Please note, if you have further Completion Certificates for additional plots to be submitted, then these MUST be uploaded separately by following the above instructions.

- Home
- My Proposals
- Sharing
- My Account
- Logout
- "Which Form?" Wizard
- Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Proposal Summary

[Delete Proposal](#) | [New Proposal](#)

Summary

Need Help ?

Guide
Produce Guide for eBuilding Standards

Status: Active
Primary Contact: John Snaddon
Date Started: 18/11/2025
Proposal Reference: 500773572

Local Authority

Need Help ?

City of Edinburgh Council
Waverley Court 4 East Market Street G.2 Edinburgh
EH8 8BG
Tel: 0131 520 7820
✉ Planningandbuildingstandards.support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Draft Forms

Need Help ?

To complete the proposal click on the form.

No Draft Forms

[Add Additional Forms](#)

Site Location

WAVERLEY COURT, 4 EAST MARKET STREET,
OLD TOWN, EDINBURGH, EH8 8BG

Submitted Forms

Need Help ?

Submitted forms are automatically removed from the site 90 days after the submission date.

| Name | Submission Date |
|--|-----------------|
| Additional Supporting Documents | 18/11/2025 |
| Application to Extend Period of Validity of Building Warrant | 18/11/2025 |
| Completion Certificate | 18/11/2025 |
| Notice Regarding Start of Work | 18/11/2025 |

Hints and Tips

- How do I submit revised drawings?
- How do I submit additional documents such as revised drawings, reports, and electrical certificates, to my application?
- My application is still shown in draft despite me paying the fee?
- How much will my fee be?
- Can I share my proposal with a colleague, client or friend?
- Has my application been received by the council?

| Version | Date | Comments | Date for Next Review |
|---------|-----------|-----------------|----------------------|
| 1.0 | 26 Nov 25 | Initial Version | 26 Nov 26 |