



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](#) 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](#)

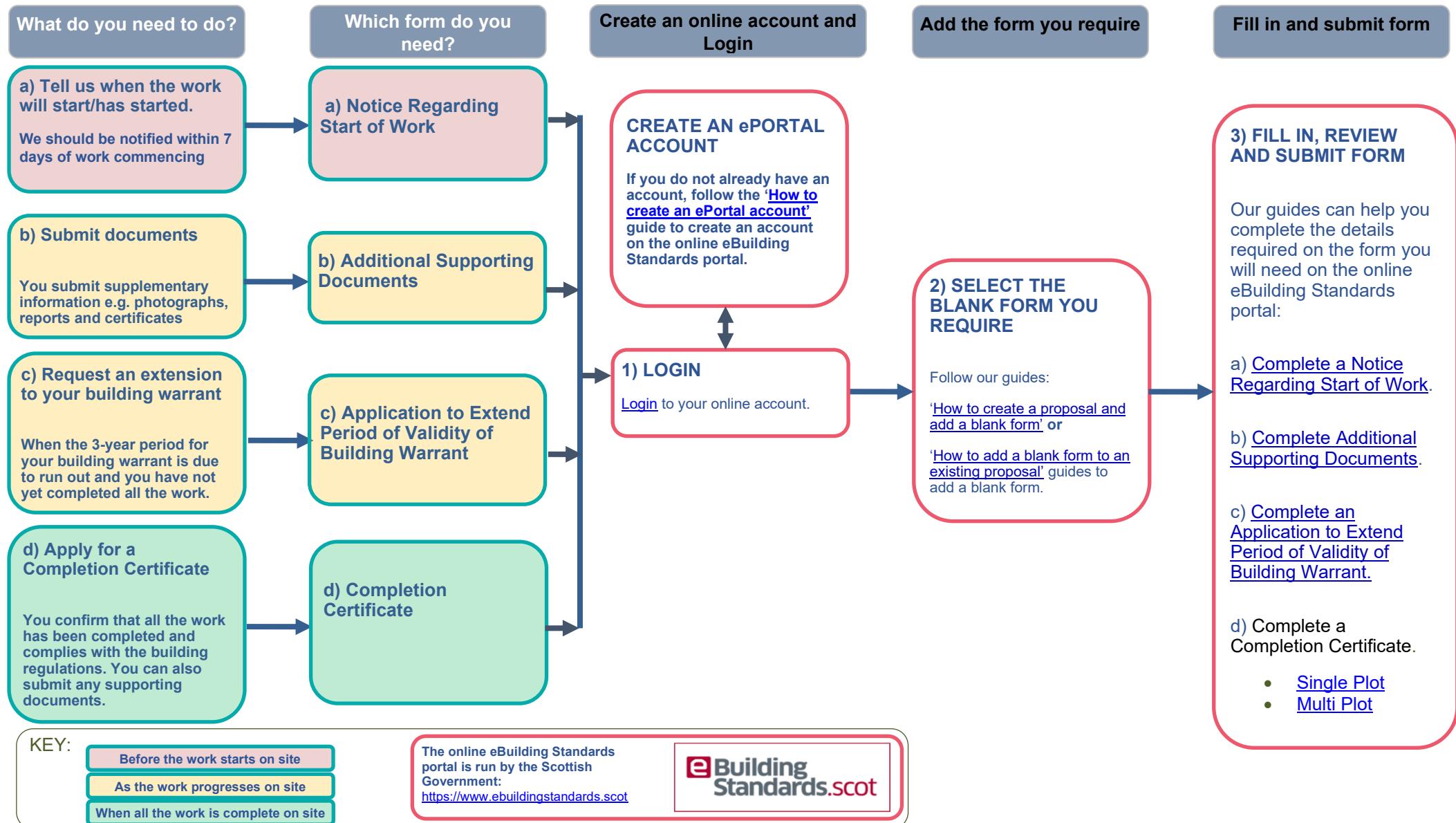
Index

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

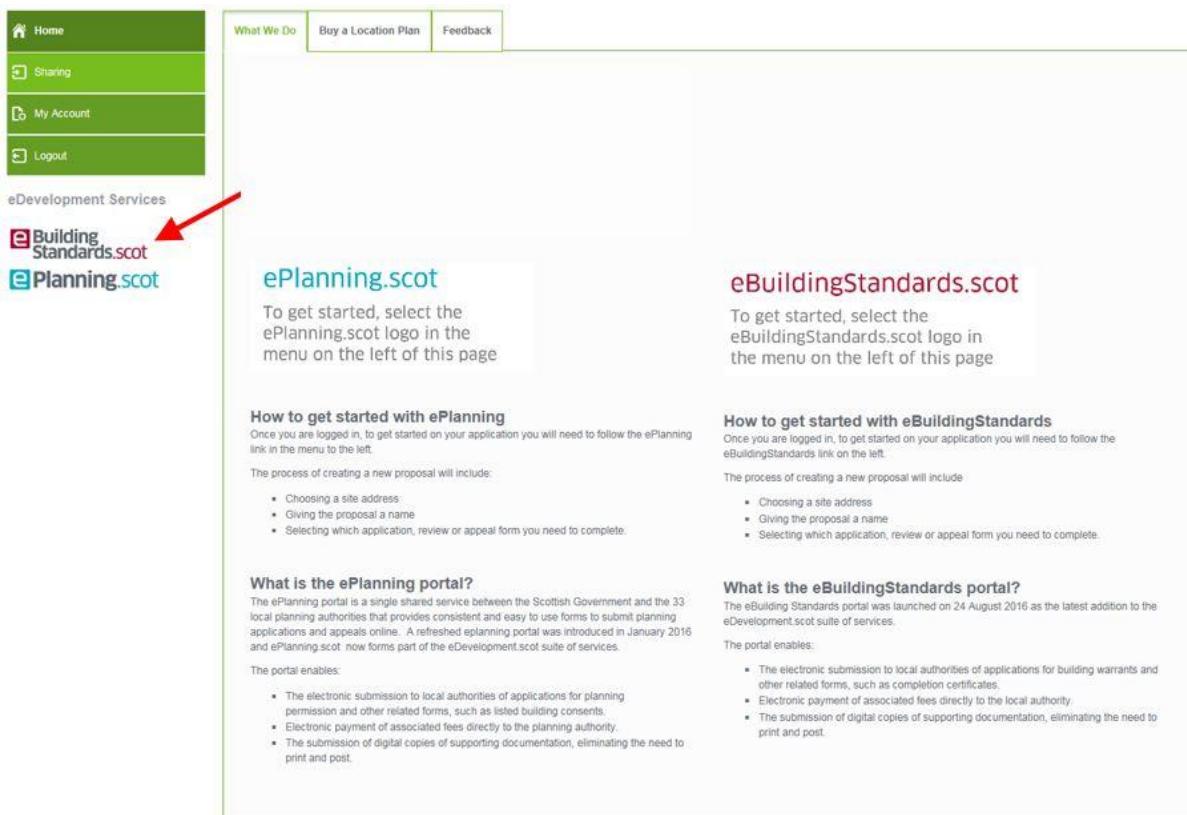


How to create a proposal and add a form

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 shows the eDevelopment Services portal interface. On the left, there is a vertical navigation menu with the following items:

- Home
- Sharing
- My Account
- Logout

Below this menu, the text "eDevelopment Services" is displayed. To its right, there is a red arrow pointing to the "eBuilding Standards.Scot" link in the menu. The "eBuilding Standards.Scot" link is highlighted with a red box. The main content area of the page contains two sections: "ePlanning.scot" and "eBuildingStandards.scot".

ePlanning.scot

To get started, select the ePlanning.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.

eBuildingStandards.scot

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

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:

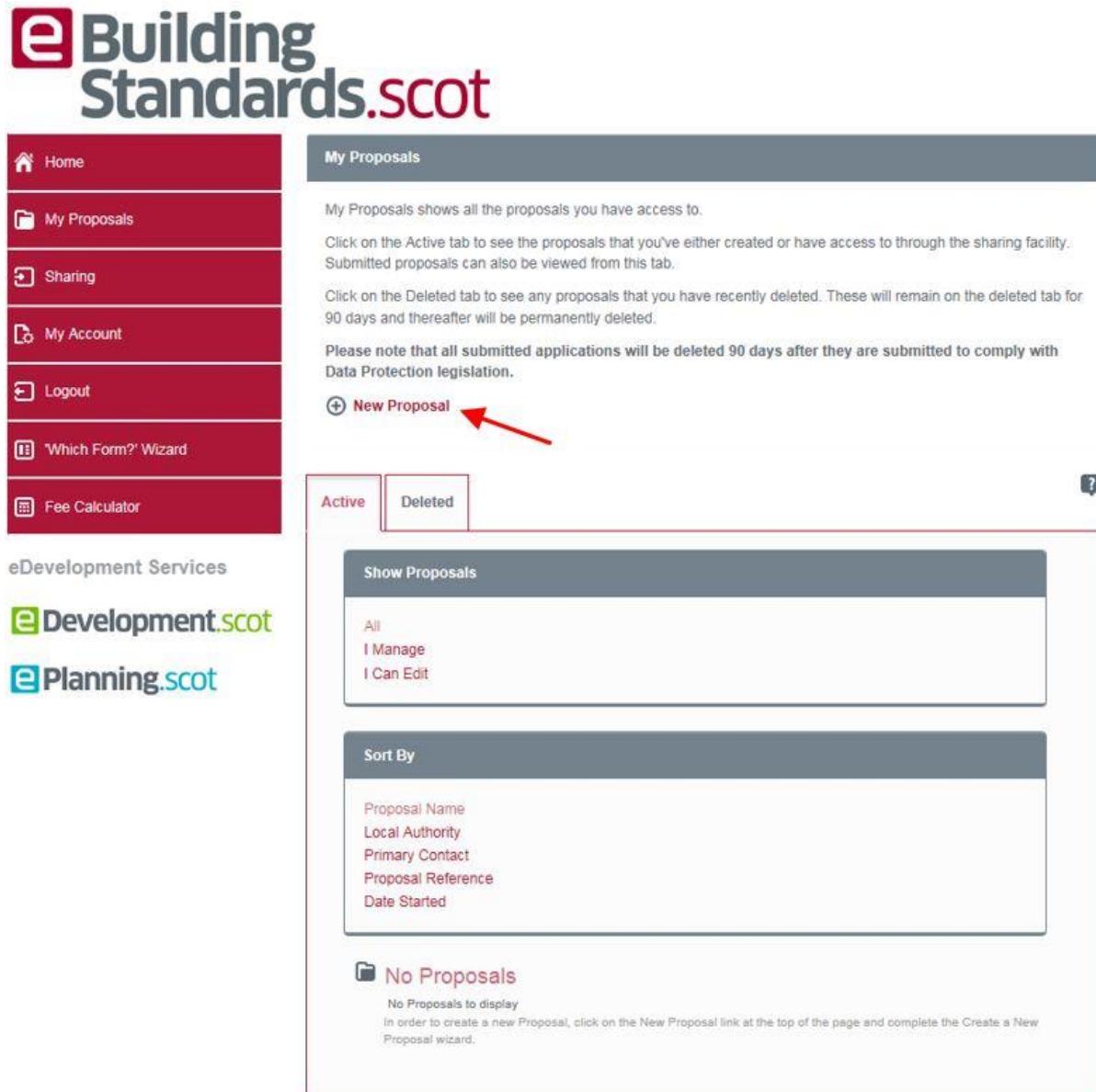
- Choosing a site address
- Giving the proposal a name
- Selecting which application, review or appeal form you need to complete.

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'.



The screenshot shows the 'My Proposals' section of the eBuilding Standards.scot website. The left sidebar contains links for Home, My Proposals (which is selected and highlighted in red), Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. The main content area has a dark grey header 'My Proposals'. Below it, a text block explains that the page shows proposals accessible to the user. It includes instructions for the Active and Deleted tabs, a note about deleted proposals being removed after 90 days, and a warning about data protection. A red arrow points to the 'New Proposal' link, which is preceded by a plus sign and a red circle icon. Below this, there are tabs for 'Active' and 'Deleted', and a 'Show Proposals' section with 'All', 'I Manage', and 'I Can Edit' filters. A 'Sort By' section lists options: Proposal Name, Local Authority, Primary Contact, Proposal Reference, and Date Started. At the bottom, a 'No Proposals' section indicates there are no proposals to display and provides instructions for creating a new one.

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

eBuilding Standards.scot

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

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 Easting and Northing Map Search No Exact Address Need Help ?

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

Postcode: EH8 8BG

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:

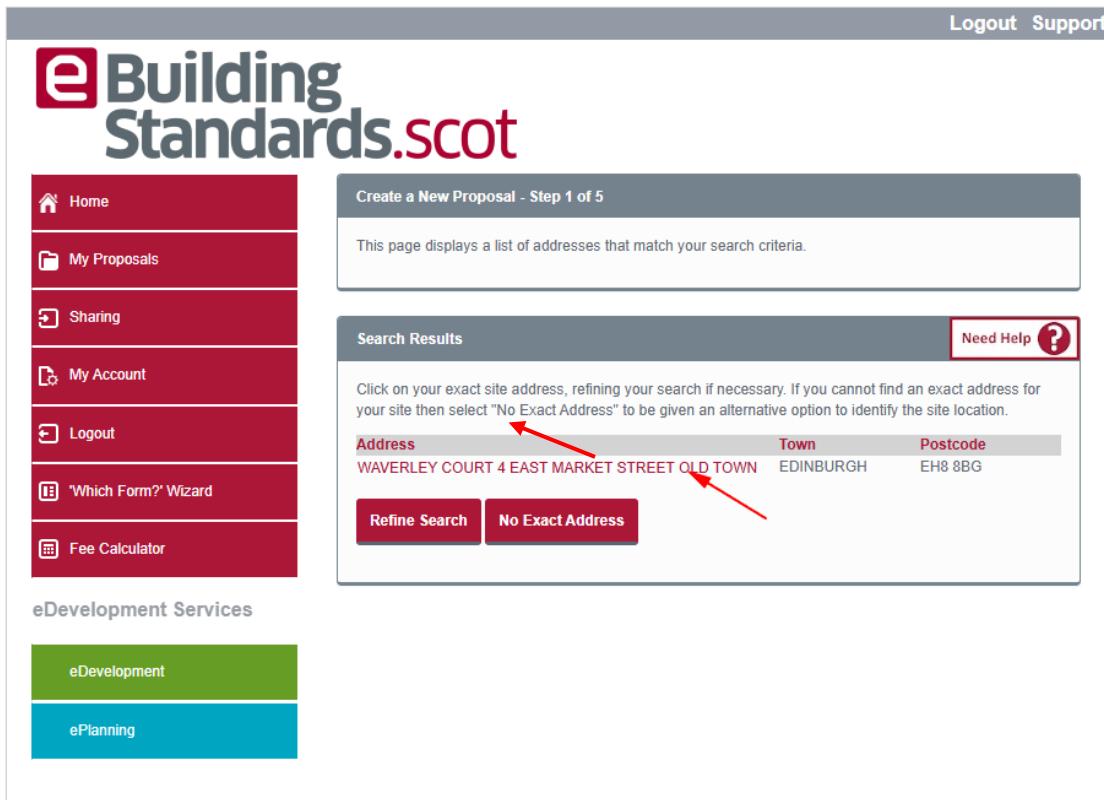
Street Name:

Town/City:

Postcode:

Address Search

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



Logout Support

eBuilding Standards.scot

Home 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

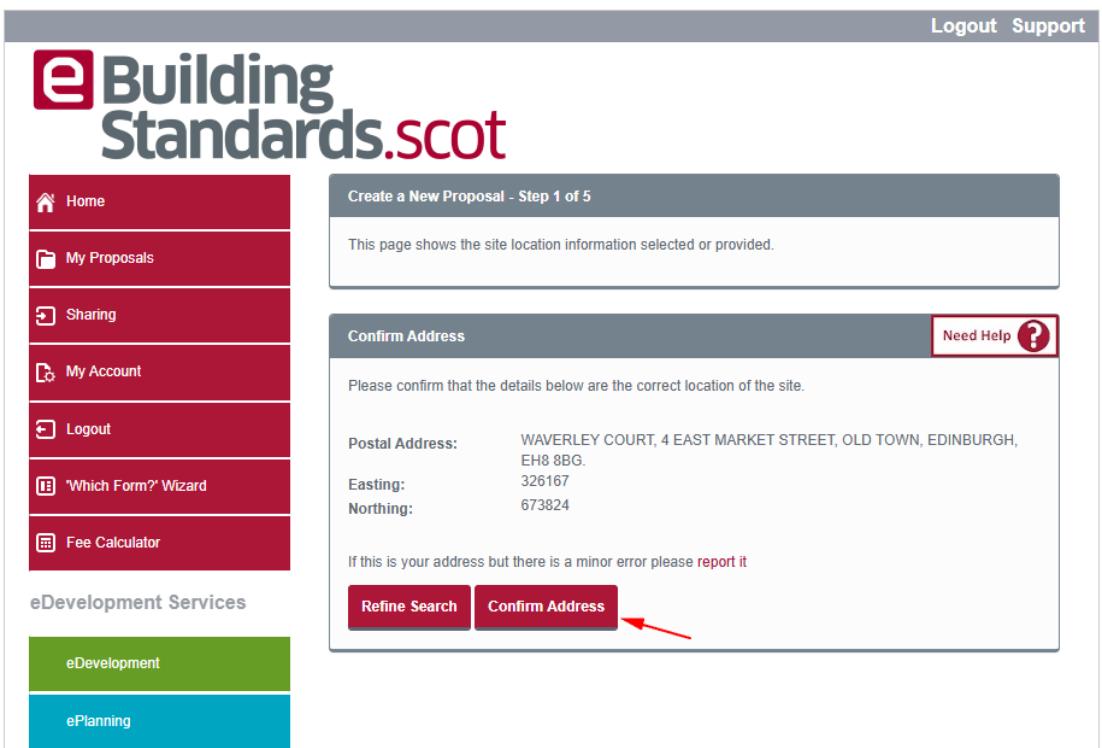
Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.

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

Refine Search No Exact Address

Need Help ?

Then press the 'Confirm Address' button.



Logout Support

eBuilding Standards.scot

Home 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 shows the site location information selected or provided.

Confirm Address

Need Help ?

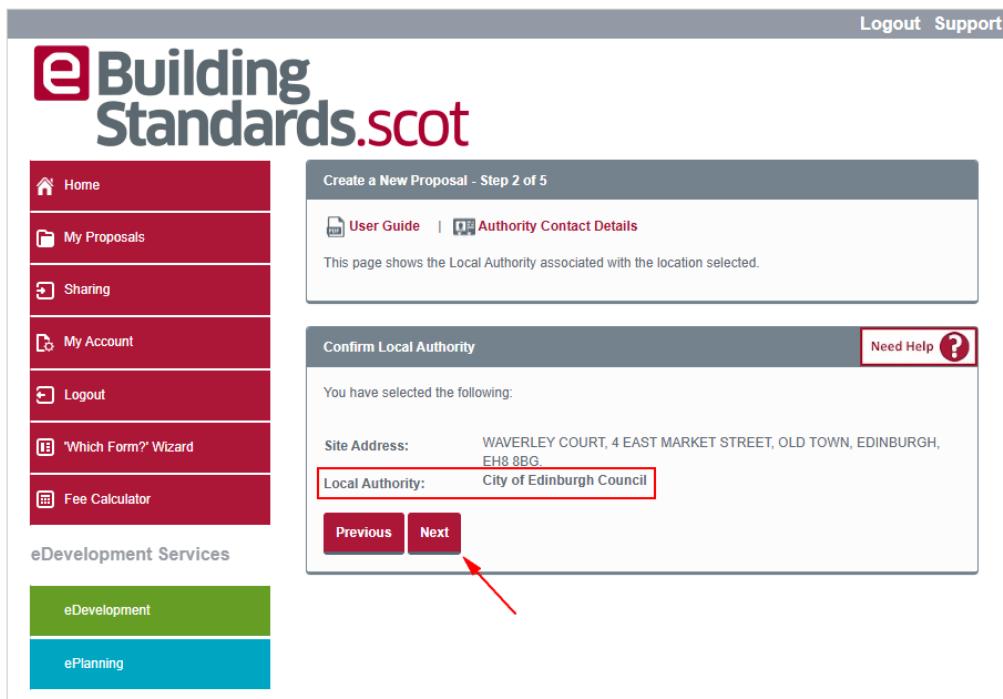
Please confirm that the details below are the correct location of the site.

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.



Logout Support

eBuilding Standards.scot

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

eDevelopment Services eDevelopment ePlanning

Create a New Proposal - Step 2 of 5

User Guide | Authority Contact Details

This page shows the Local Authority associated with the location selected.

Confirm Local Authority

You have selected the following:

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

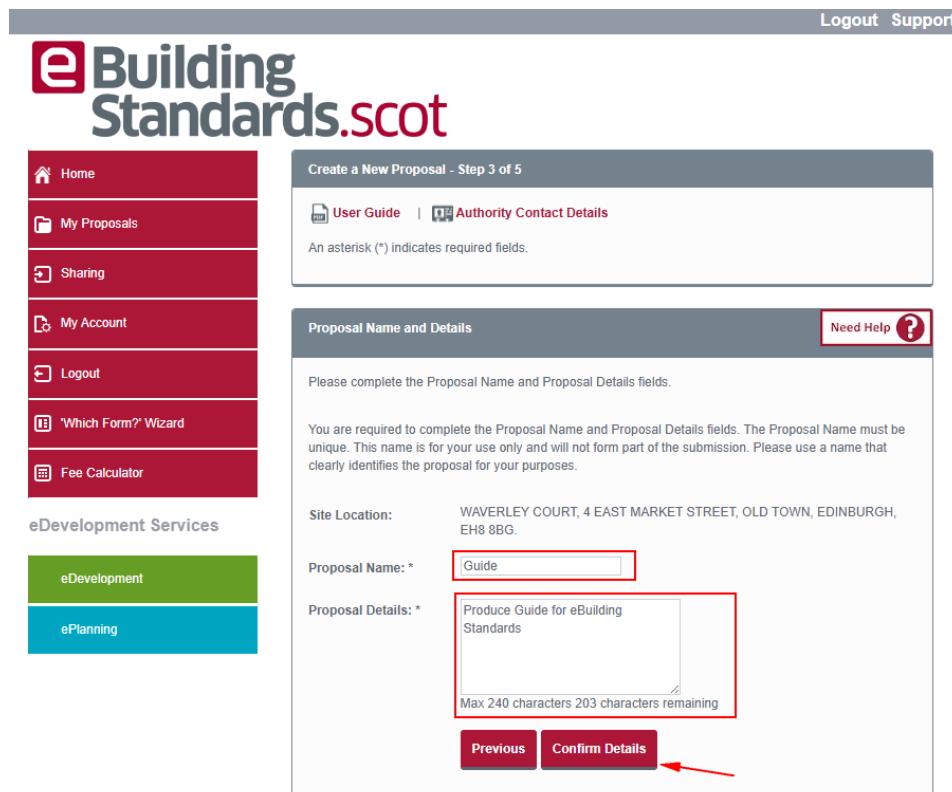
Local Authority: City of Edinburgh Council

Need Help ?

Previous Next

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.



Logout Support

eBuilding Standards.scot

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

eDevelopment Services eDevelopment ePlanning

Create a New Proposal - Step 3 of 5

User Guide | Authority Contact Details

An asterisk (*) indicates required fields.

Proposal Name and Details

Need Help ?

Please complete the Proposal Name and Proposal Details fields.

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.

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

Proposal Name: * Guide

Proposal Details: * Produce Guide for eBuilding Standards

Max 240 characters 203 characters remaining

Previous Confirm Details

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

The screenshot shows the eBuildingStandards.scot website interface. At the top right, there are 'Logout' and 'Support' links. The main header is 'eBuilding Standards.scot'. On the left, a vertical navigation menu includes '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' options. The main content area is titled 'Create a New Proposal - Step 4 of 5'. It contains a 'User Guide' and 'Authority Contact Details' link. A note says: 'This page allows you to continue with the proposal creation and add forms.' A sub-section titled 'Select Online Forms' instructs users to complete proposal name and details. It lists three options: 'Select forms using a wizard' (described as being helped through a series of questions), 'Select forms from a list' (described as explicitly selecting forms), and 'Create proposal without forms. Add forms later or copy from previous proposals' (described as creating a proposal with no forms and adding them later). A red arrow points to the 'Select forms from a list' radio button. At the bottom are 'Previous' and 'Select' buttons.

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.

Logout Support

eBuilding Standards.scot

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

eDevelopment Services

eDevelopment ePlanning

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

eBuilding Standards.scot

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

eDevelopment Services

eDevelopment ePlanning

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

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

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

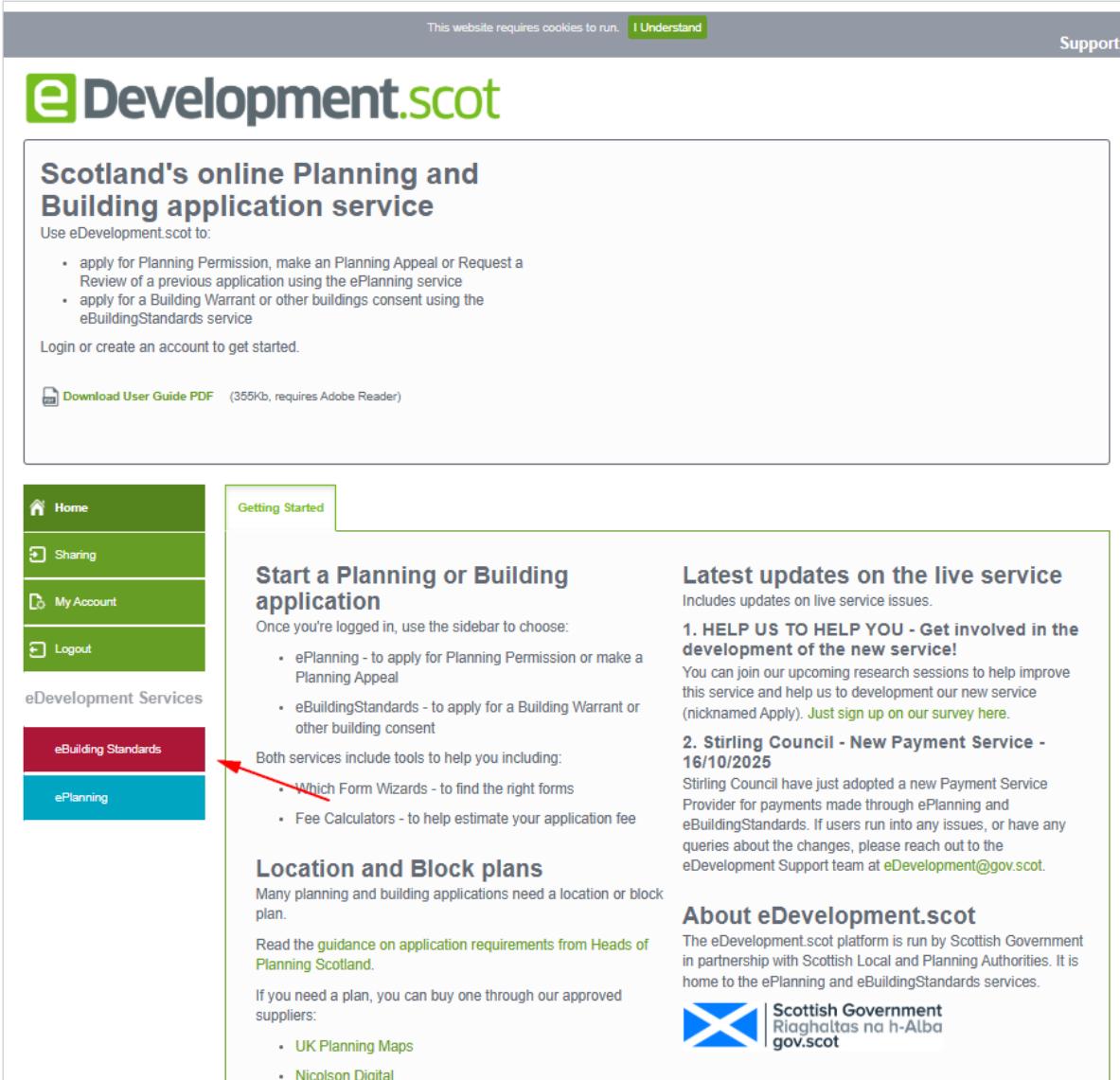
10. You will now see your Proposal summary with the blank form you selected added under 'Draft Forms'.

The screenshot shows the eBuilding Standards.scot website interface. The left sidebar has a red background with links: Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. Below this, under eDevelopment Services, are eDevelopment (green) and ePlanning (blue). The main content area has a grey header 'Proposal Summary' with 'Logout Support' on the right. Below it are 'Delete Proposal' and 'New Proposal' buttons. The 'Summary' section contains a 'Guide' link to 'Produce Guide for eBuilding Standards' and an 'Edit Proposal Details' button. It shows proposal details: Status: Active, Primary Contact: John Snaddon, Date Started: 18/11/2025, and Proposal Reference: 500773572. The 'Local Authority' section lists 'City of Edinburgh Council' with address 'Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG', Tel: 0131 529 7826, and email 'Planningandbuildingstandards.support@edinburgh.gov'. It also lists payment methods: Online by Credit/Debit Card. The 'Draft Forms' section contains a note 'To complete the proposal click on the form.', a 'Notice Regarding Start of Work' link, and an 'Add Additional Forms' button. A red arrow points to this button. The 'Submitted Forms' section notes 'Submitted forms are automatically removed from the site 90 days after the submission date.' and shows 'No Submitted Forms'. The 'Proposed Users' section shows 'You have shared this proposal with the following people' and 'Send Invitation' and 'Modify Proposal Users' buttons. On the right, there are 'Site Location' (Waverley Court, Old Town, Edinburgh, EH8 8BG), 'Change Address' button, 'Hints and Tips' (empty), 'Help' section with 'User Guide' (empty), and a 'Back to My Proposals' link at the bottom.

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](#).

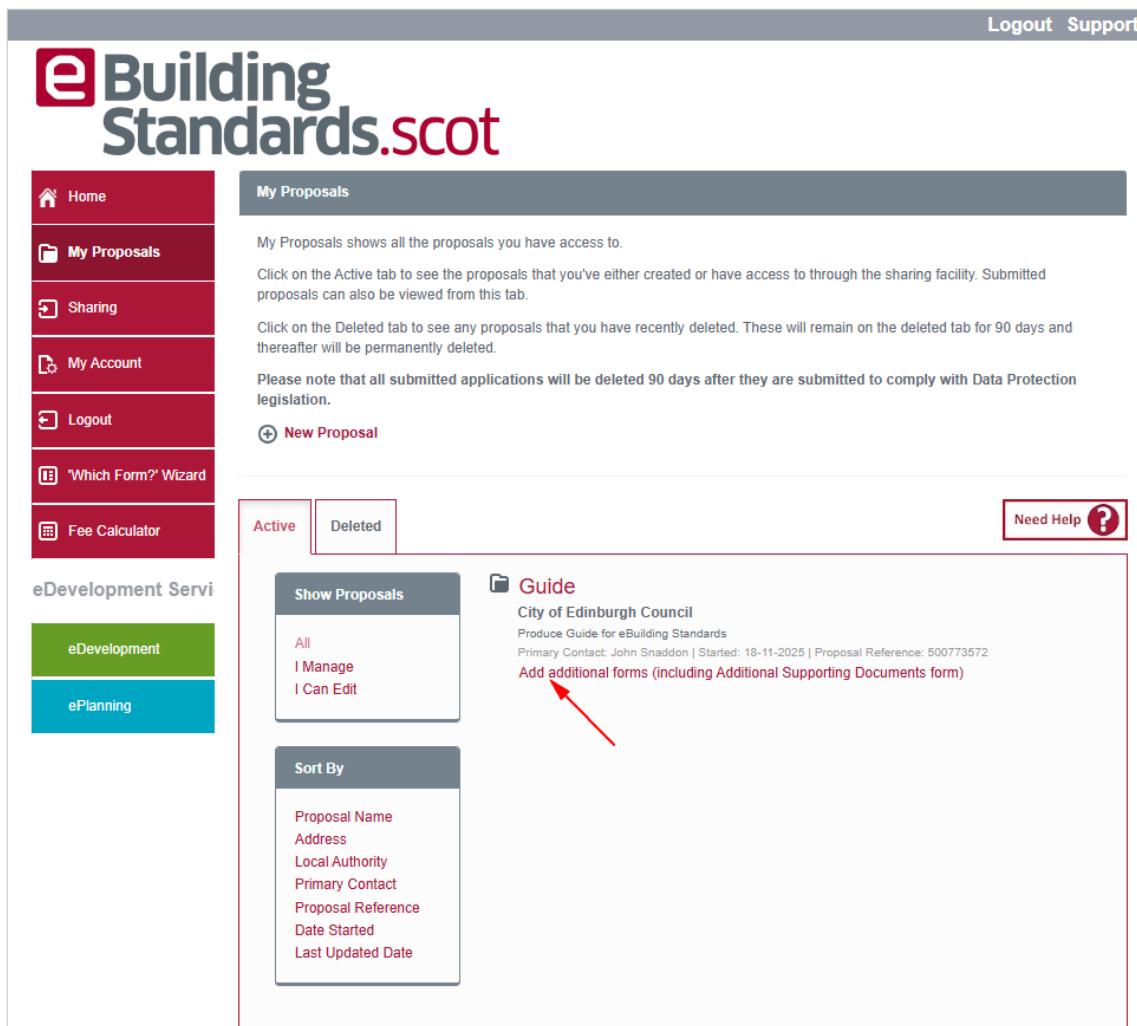
2. Stirling Council - New Payment Service - 16/10/2025
Stirling Council have just adopted a new Payment Service Provider for payments made through ePlanning and eBuildingStandards. If users run into any issues, or have any queries about the changes, please reach out to the eDevelopment Support team at 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.



Logout Support

eBuilding Standards.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** **Need Help ?**

Show Proposals

- All
- I Manage
- I Can Edit

Sort By

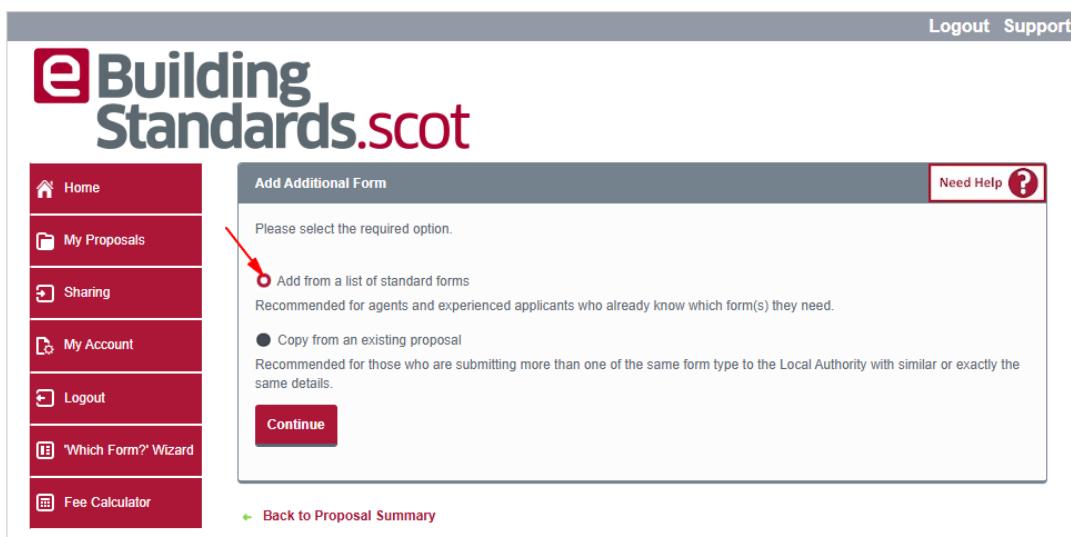
- Proposal Name
- Address
- Local Authority
- Primary Contact
- Proposal Reference
- Date Started
- Last Updated Date

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.



Logout Support

eBuilding Standards.scot

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.*
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- Completion Certificate - *when all the work is completed.*

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



Logout Support

eBuilding Standards.scot

Home

My Proposals

Sharing

My Account

Logout

'Which Form? Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Create a New Proposal - Step 4 of 5

User Guide | Authority Contact Details

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Online Forms

Need Help ?

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Completion Certificate Where No Building Warrant Obtained Submission
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Back to Options Add Forms

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

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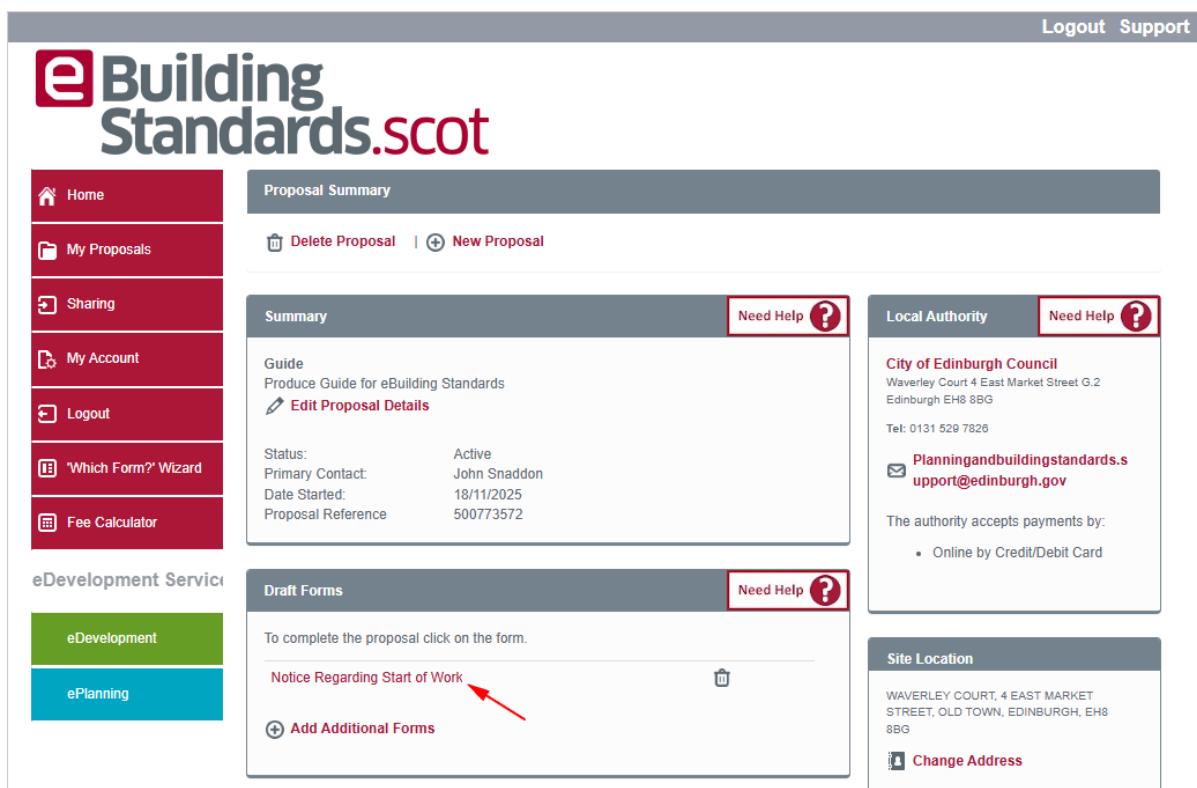
Complete a Notice Regarding Start of Work

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

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

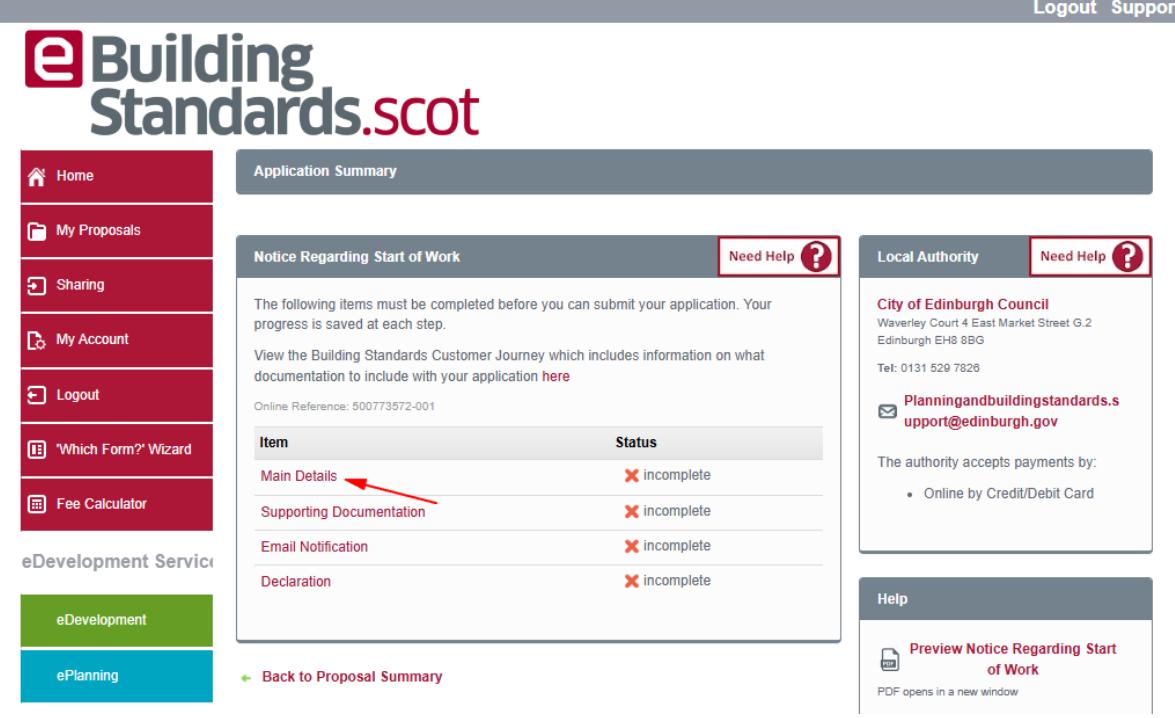
- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide.

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



The screenshot shows the eBuildingStandards.scot portal interface. The top navigation bar includes 'Logout' and 'Support' links. The main header is 'eBuilding Standards.scot'. On the left, a vertical sidebar menu lists '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' options. The main content area is titled 'Proposal Summary' and shows a 'Summary' section with a 'Guide' (Produce Guide for eBuilding Standards) and a 'Edit Proposal Details' link. It also lists proposal details: Status: Active, Primary Contact: John Snaddon, Date Started: 18/11/2025, and Proposal Reference: 500773572. To the right of this is a 'Local Authority' section for 'City of Edinburgh Council' with address, phone number, and email (Planningandbuildingstandards.support@edinburgh.gov). Below this is a 'Site Location' section with address and a 'Change Address' link. The central part of the screen is titled 'Draft Forms' and contains a list with a single item: 'Notice Regarding Start of Work'. A red arrow points to this item. Below it is a link to 'Add Additional Forms'.

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



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	X incomplete
Supporting Documentation	X incomplete
Email Notification	X incomplete
Declaration	X incomplete

Back to Proposal Summary

Local Authority

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

Planningandbuildingstandards.scot
support@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Help

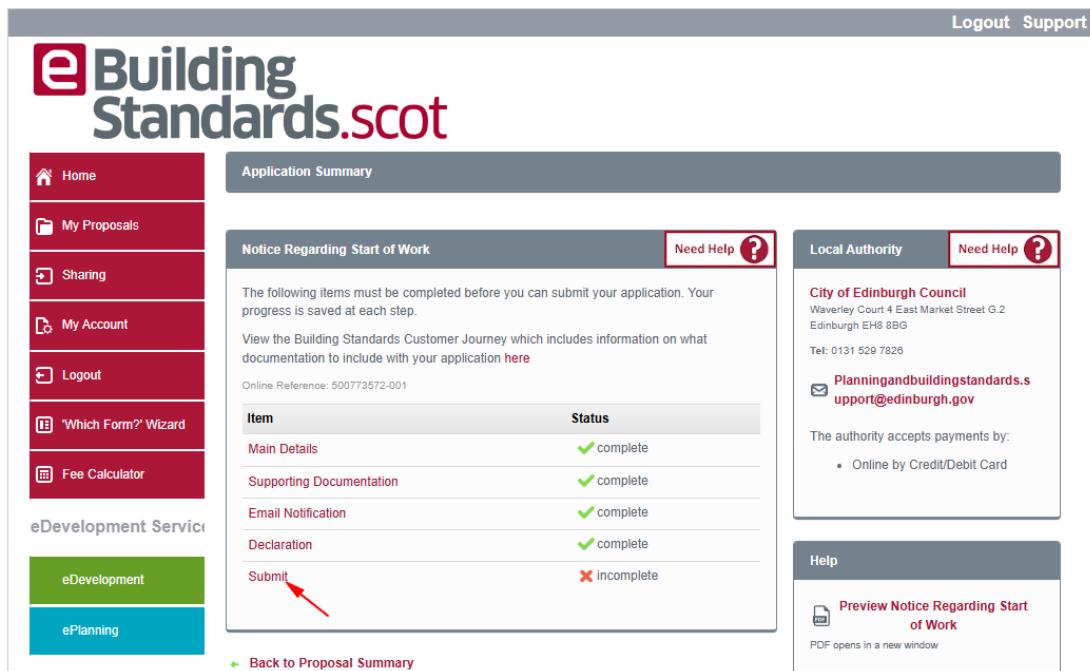
[Preview Notice Regarding Start of Work](#)
PDF opens in a new window

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

Helpful hints:

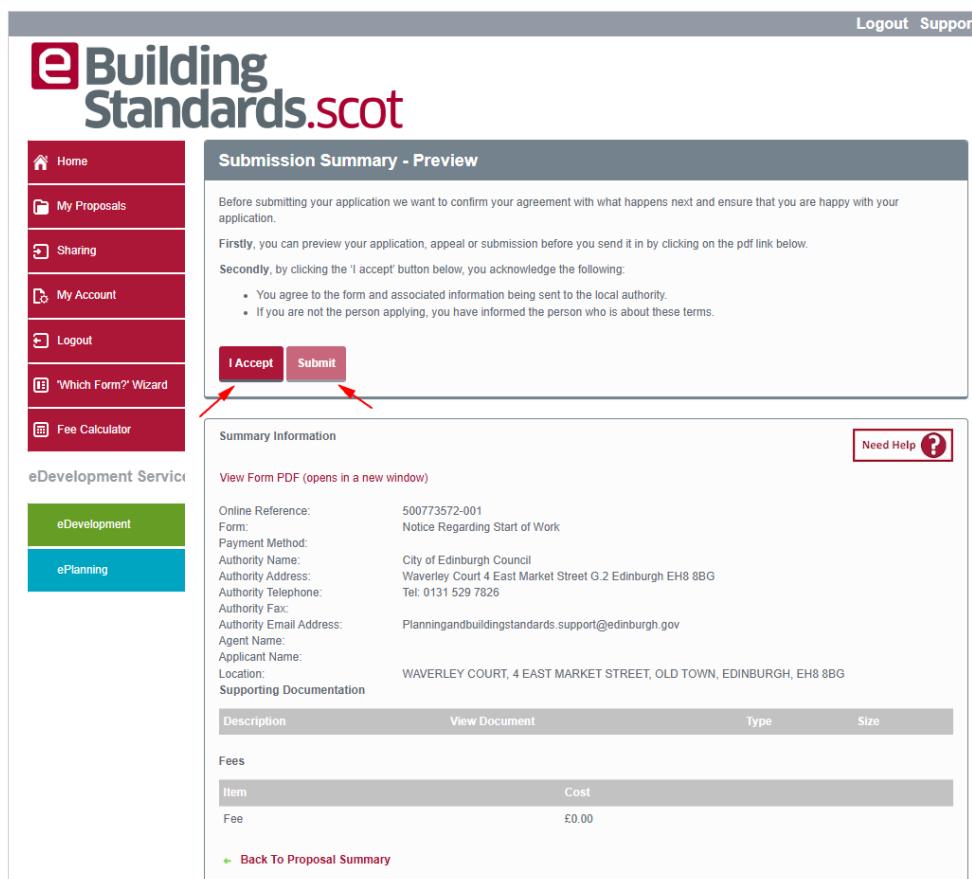
- a) You will need to know your **Building Warrant** reference number, which looks something like 25/00001/WARR. You can find your Building Warrant Reference number on your Building Warrant, Approved plans or any correspondence from City of Edinburgh Council Building Standards.
- b) The **Duly Authorised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



The screenshot shows the 'Application Summary' page of the eBuilding Standards.scot system. On the left is a vertical 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 table titled 'Notice Regarding Start of Work'. The table has two columns: 'Item' and 'Status'. The items listed are Main Details (complete), Supporting Documentation (complete), Email Notification (complete), Declaration (complete), and Submit (incomplete). A red arrow points to the 'Submit' button. At the bottom of this section is a link 'Back to Proposal Summary'. To the right of the table is a 'Local Authority' section showing 'City of Edinburgh Council' details, and a 'Help' section with a link to 'Preview Notice Regarding Start of Work'.

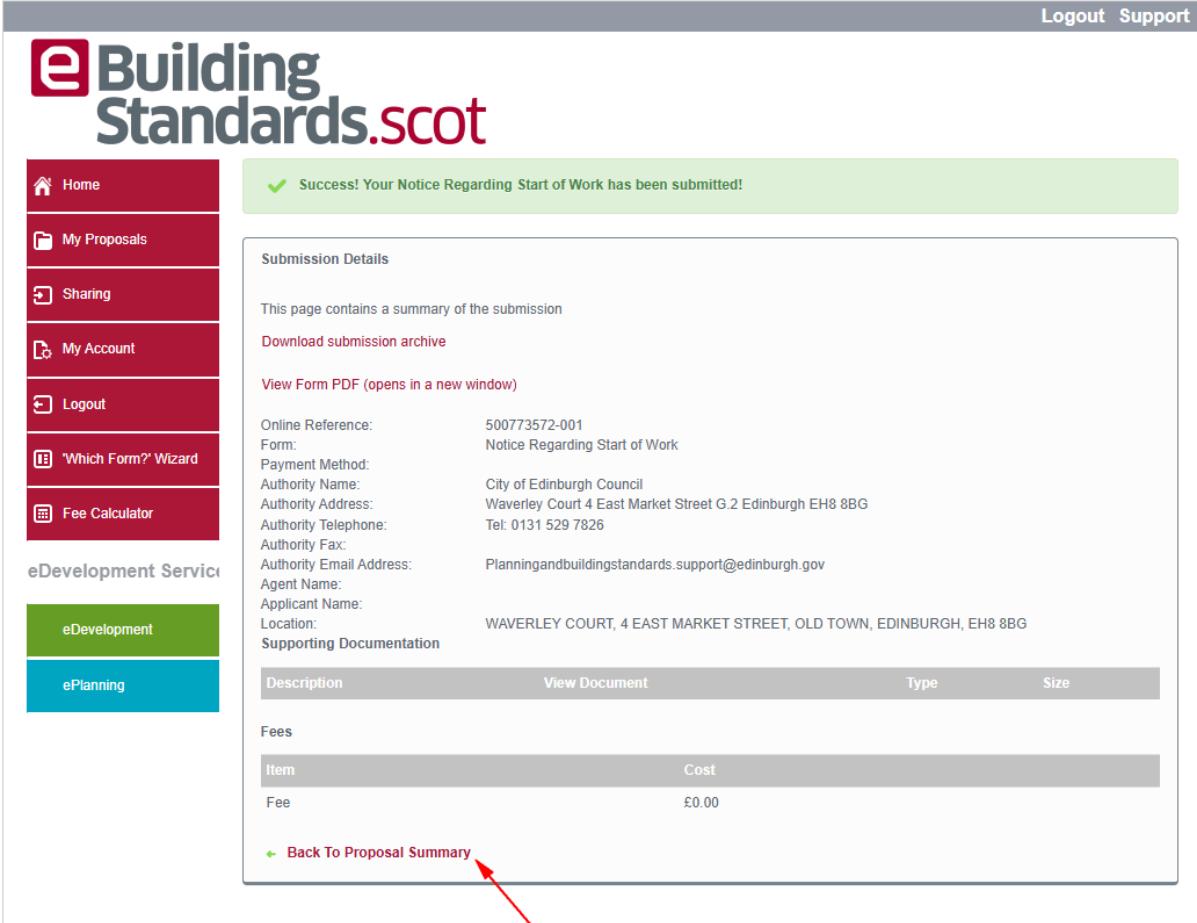
6. You are now ready to send in your application. Select 'I Accept' and then 'Submit'.



The screenshot shows the 'Submission Summary - Preview' page. The left navigation menu is identical to the previous screenshot. The main content area is titled 'Submission Summary - Preview' and contains a summary of the application details. It includes a 'View Form PDF' link, a 'Summary Information' table with details like Online Reference, Form Type, Payment Method, and Local Authority contact information, and a 'Fees' table showing a single item with a cost of £0.00. At the bottom is a link 'Back To Proposal Summary'. Two red arrows point to the 'I Accept' and 'Submit' buttons in the summary information section.

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

eBuilding Standards.scot

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

Submission Details

This page contains a summary of the submission

[Download submission archive](#)

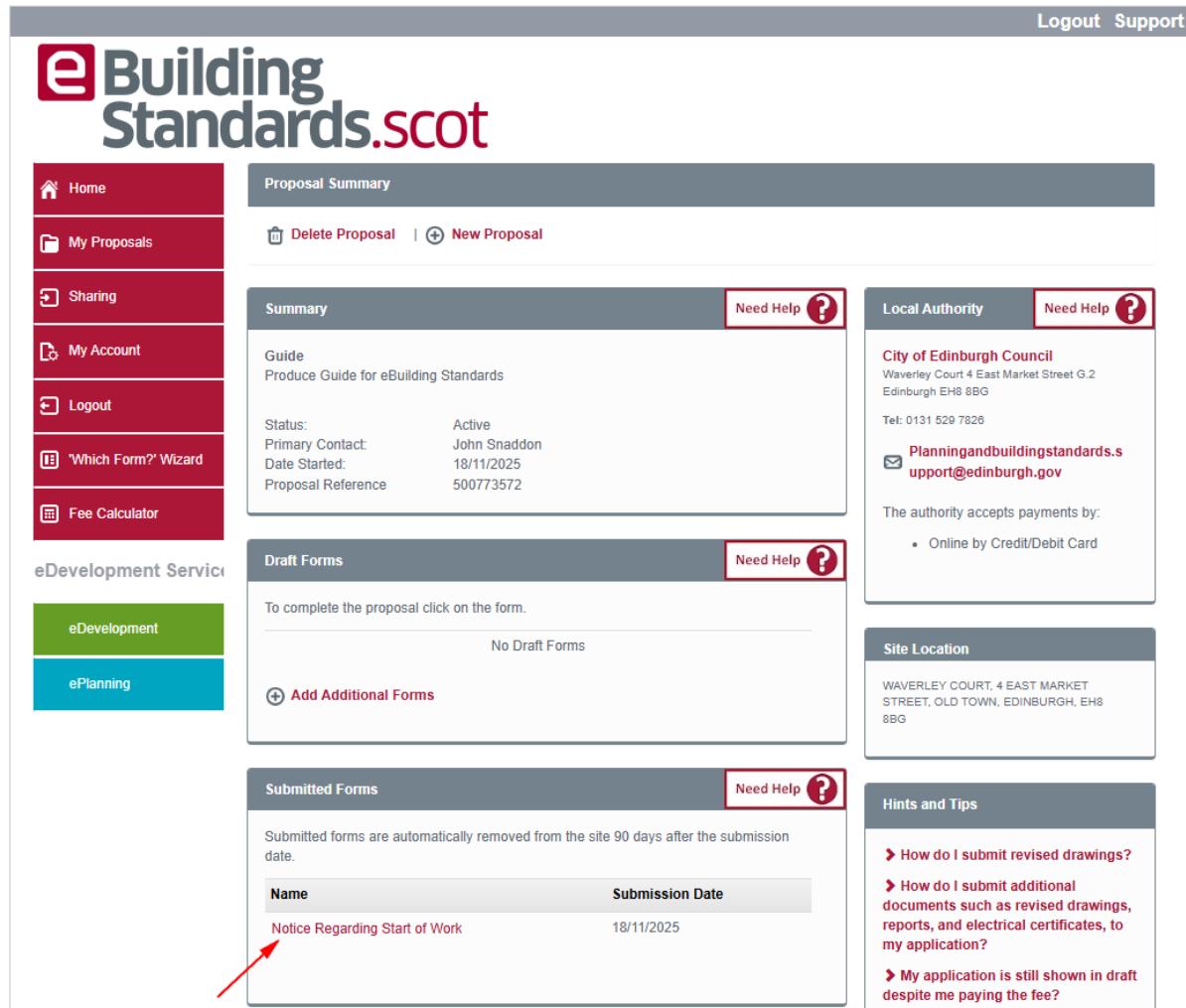
[View Form PDF \(opens in a new window\)](#)

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
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 eBuilding Standards.scot website interface. The left sidebar has a red background with icons for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is a green section for eDevelopment Services with icons for eDevelopment and ePlanning. The main content area has a grey header 'Proposal Summary' with 'Delete Proposal' and 'New Proposal' buttons. A 'Summary' box contains a 'Guide' section for 'Produce Guide for eBuilding Standards' and a table with proposal details: Status: Active, Primary Contact: John Snaddon, Date Started: 18/11/2025, Proposal Reference: 500773572. To the right are 'Local Authority' and 'Need Help' buttons. A 'Draft Forms' box says 'To complete the proposal click on the form.' and 'No Draft Forms' with an 'Add Additional Forms' button. A 'Submitted Forms' box lists 'Notice Regarding Start of Work' with a submission date of 18/11/2025. To the right are 'Site Location' (Waverley Court, 4 East Market Street, Old Town, Edinburgh, EH8 8BG) and 'Hints and Tips' (FAQs about submitting drawings, documents, and revised drawings). A red arrow points to the 'Notice Regarding Start of Work' entry in the Submitted Forms list.

Logout Support

eBuilding Standards.scot

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

eDevelopment Services

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

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

Summary

Guide
Produce Guide for eBuilding Standards

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

Draft Forms

To complete the proposal click on the form.

No Draft Forms

[Add Additional Forms](#)

Submitted Forms

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

Local Authority

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

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?](#)

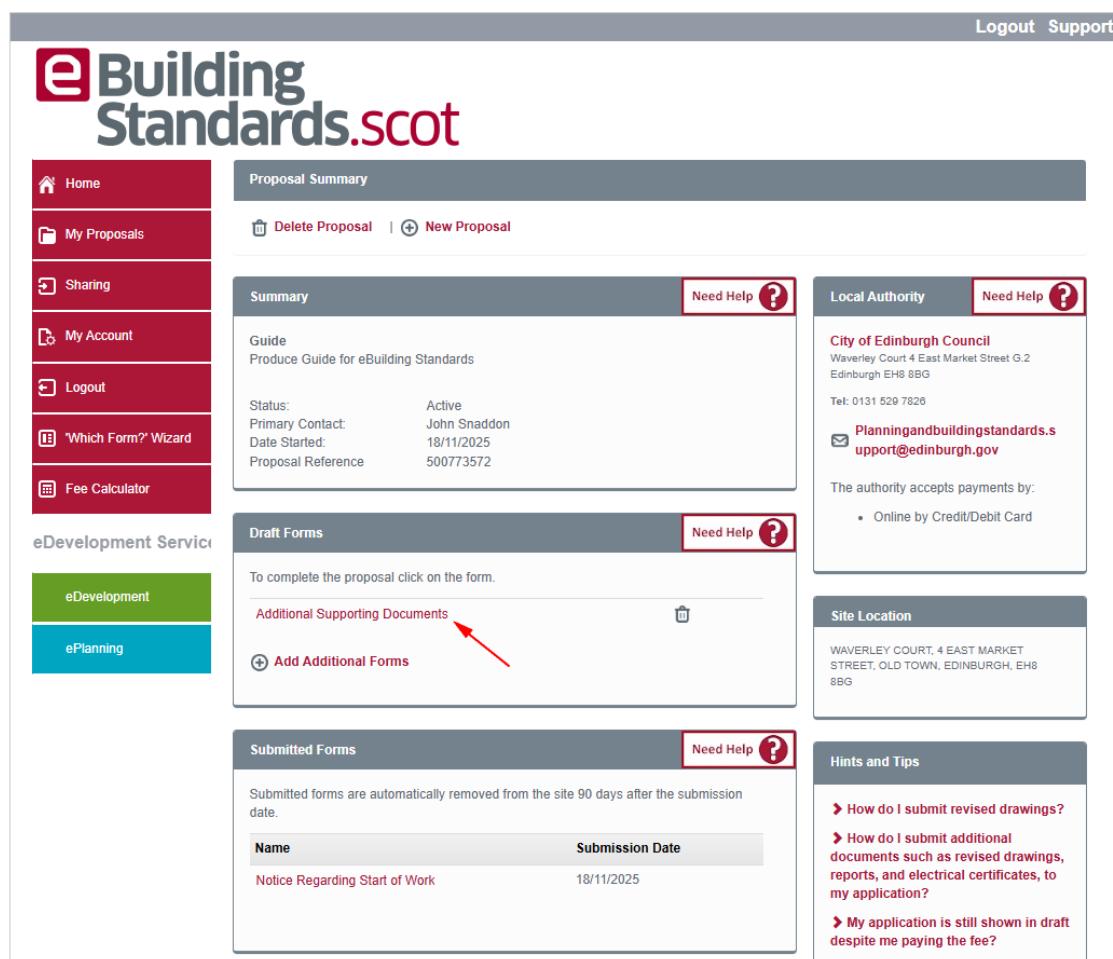
Complete Additional Supporting Documents

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 is 'eBuilding Standards.scot'. On the left, a vertical sidebar menu lists 'Home', 'My Proposals', 'Sharing', 'My Account', 'Logout', 'Which Form? Wizard', and 'Fee Calculator'. Below this is a section for 'eDevelopment Service' with 'eDevelopment' and 'ePlanning' options. The main content area is titled 'Proposal Summary' and shows a summary of a proposal for 'Guide' (Produce Guide for eBuilding Standards). It details the status as 'Active', primary contact as 'John Snaddon', and the date started as '18/11/2025'. A 'Need Help' button is present. The 'Draft Forms' section contains a link to 'Additional Supporting Documents', which is highlighted with a red arrow. Other options in this section include 'Add Additional Forms' and a 'Delete' icon. The 'Submitted Forms' section shows a single entry for 'Notice Regarding Start of Work' submitted on '18/11/2025'. The 'Local Authority' section lists 'City of Edinburgh Council' with address 'Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG' and phone 'Tel: 0131 529 7826'. It also provides an email 'Planningandbuildingstandards.support@edinburgh.gov'. The 'Site Location' section shows 'WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG'. The 'Hints and Tips' section contains links for submitting revised drawings, additional documents, and information about applications still in draft despite fees being paid.

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

eBuilding Standards.scot

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

eDevelopment Services

- [eDevelopment](#)
- [ePlanning](#)

Application Summary

Additional Supporting Documents

[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	 incomplete
Supporting Documentation	 incomplete
Email Notification	 incomplete
Declaration	 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 Additional Supporting Documents](#)

PDF opens in a new window

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

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.
- 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.

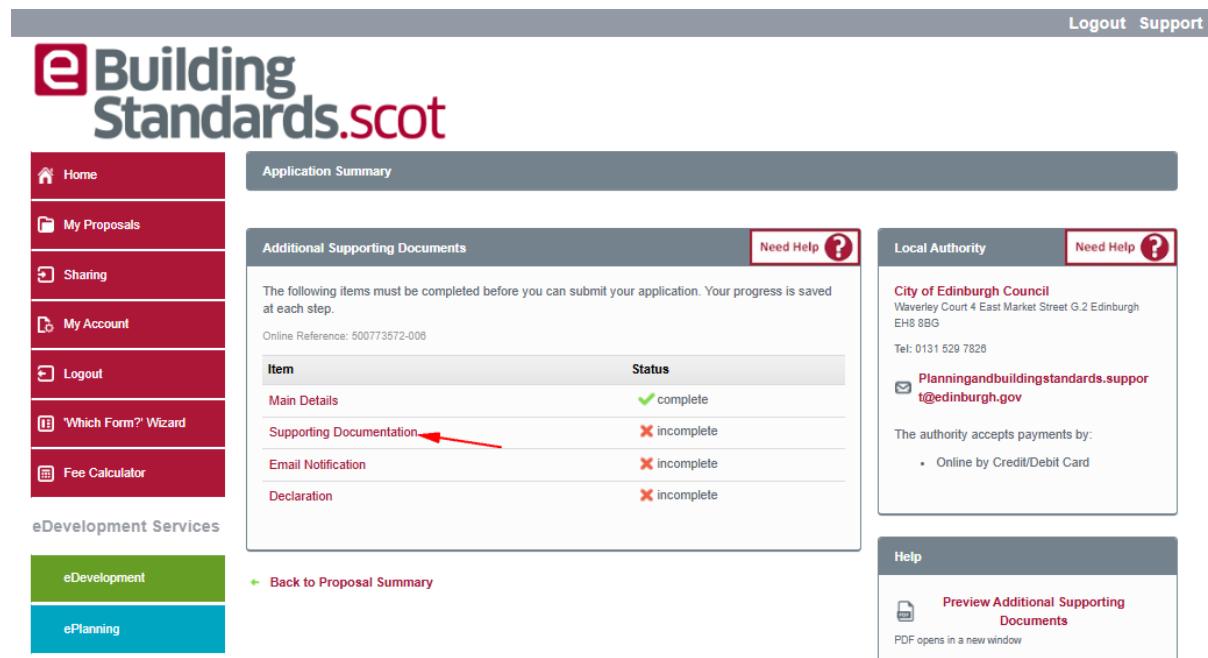
Supporting Documentation (Copies of certification etc.)

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'.

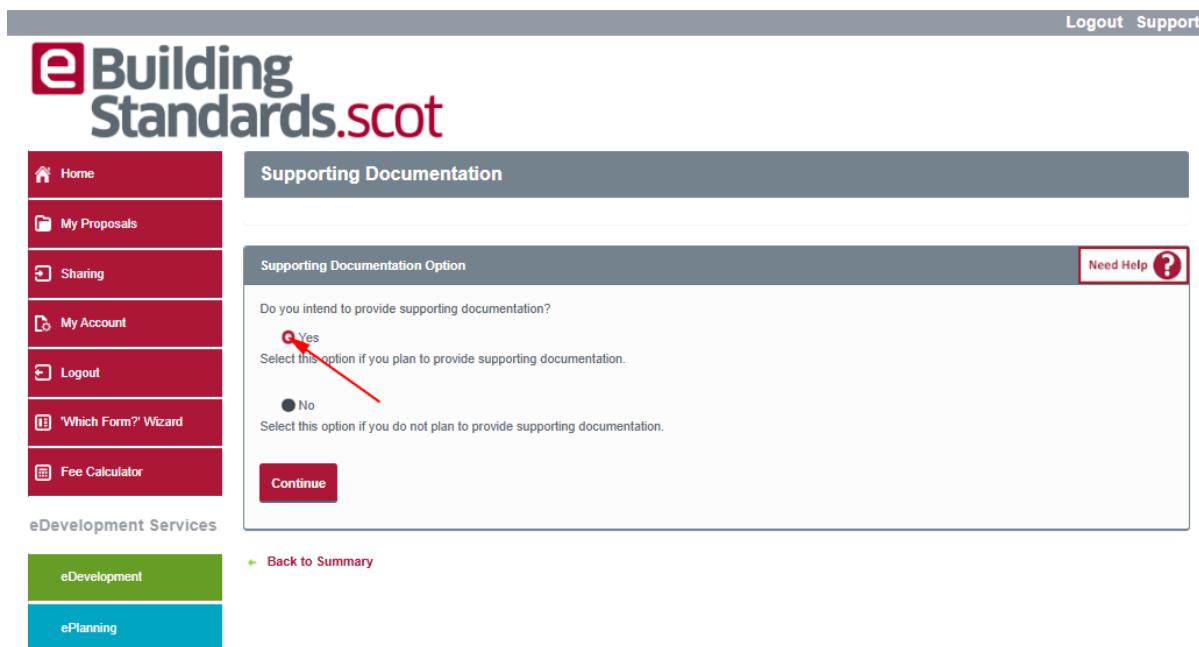


The screenshot shows the 'eBuilding Standards.scot' application interface. The left sidebar has links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. The main content area is titled 'Application Summary' and contains a table for 'Additional Supporting Documents'. The table has columns for 'Item' and 'Status'. It shows 'Main Details' as complete, 'Supporting Documentation' as incomplete (marked with a red arrow), 'Email Notification' as incomplete, and 'Declaration' as incomplete. To the right, there's a 'Local Authority' section for 'City of Edinburgh Council' with contact information and payment acceptance details. At the bottom, there's a 'Help' section with a link to preview additional supporting documents.

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

[Back to Proposal Summary](#)

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



Logout Support

eBuilding Standards.scot

Supporting Documentation

Supporting Documentation Option

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.

Need Help ?

Continue

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

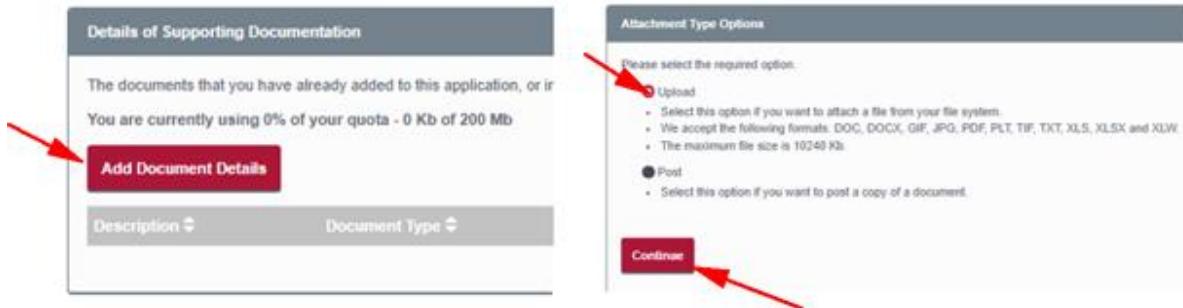
eDevelopment Services

eDevelopment

ePlanning

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 have not added any documents, this section will be empty.

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 XLSW.
- 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:

- o ‘Document Type’ – **Choose correct type**
- o ‘Attach File’ - **Choose correct file from device**
- o ‘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’.

Logout Support

eBuilding Standards.scot

Supporting Documentation

An asterisk (*) indicates required fields.

Upload Document

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’

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 - 26.1 Kb of 200 Mb

Add Document Details

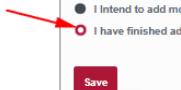
Delete All Documents

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'

eBuilding Standards.scot

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

eDevelopment Services

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

Application Summary

Additional Supporting Documents

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](#)

Local Authority

Need Help ?

City of Edinburgh Council

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

Tel: 0131 529 7826

[Planningandbuildingstandards.s
upport@edinburgh.gov](#)

The authority accepts payments by:

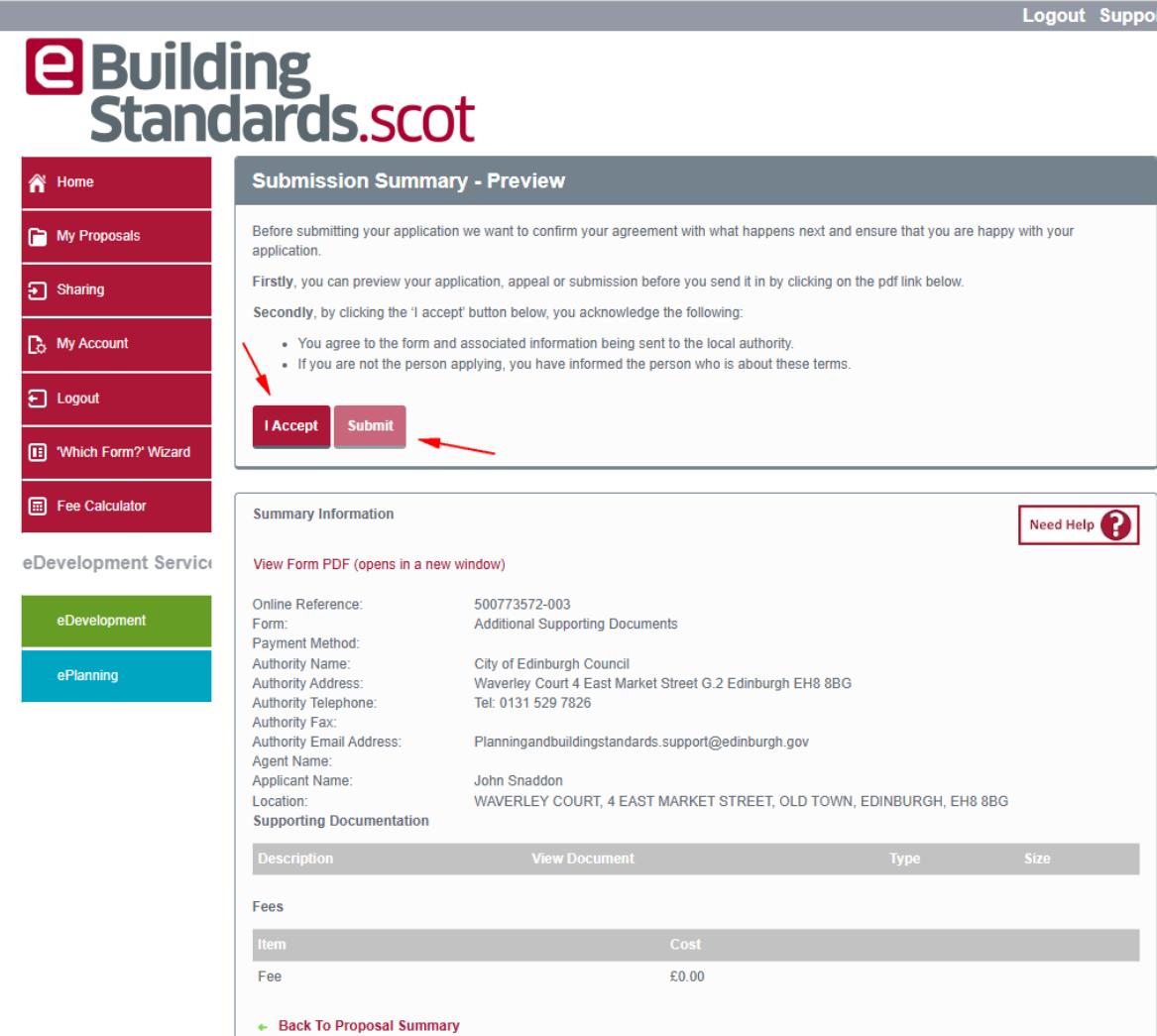
- Online by Credit/Debit Card

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'.



The screenshot shows the 'Submission Summary - Preview' page of the eBuildingStandards.scot application. The page is divided into several sections:

- Left Sidebar:** A vertical menu with options: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator.
- Header:** Logout and Support links.
- Section Headers:** Submission Summary - Preview, Summary Information, and Fees.
- Summary Information:** Displays online reference (500773572-003), form type (Additional Supporting Documents), 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 (Planningandbuildingstandards.support@edinburgh.gov), agent name (John Snaddon), applicant name (John Snaddon), location (WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG), and supporting documentation.
- Fees:** A table showing fees for the application. The table has columns for Item, Cost, Type, and Size. One row is shown: Fee, £0.00, Type, and Size.
- Buttons:** 'I Accept' and 'Submit' buttons at the bottom of the summary section.
- Help:** A 'Need Help?' link with a question mark icon.
- Navigation:** A 'Back To Proposal Summary' link at the bottom of the fees section.

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.

Logout Support

eBuilding Standards.scot

Success! Your Additional Supporting Documents 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: 500773572-003
 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](#)

8. Select 'Back to Proposal Summary' above and you will see your 'Additional Supporting Documents' listed under 'Submitted Forms'.

Logout Support

eBuilding Standards.scot

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

Summary

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

Draft Forms

To complete the proposal click on the form.
 No Draft Forms
[Add Additional Forms](#)

Submitted Forms

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

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

Local Authority

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

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?

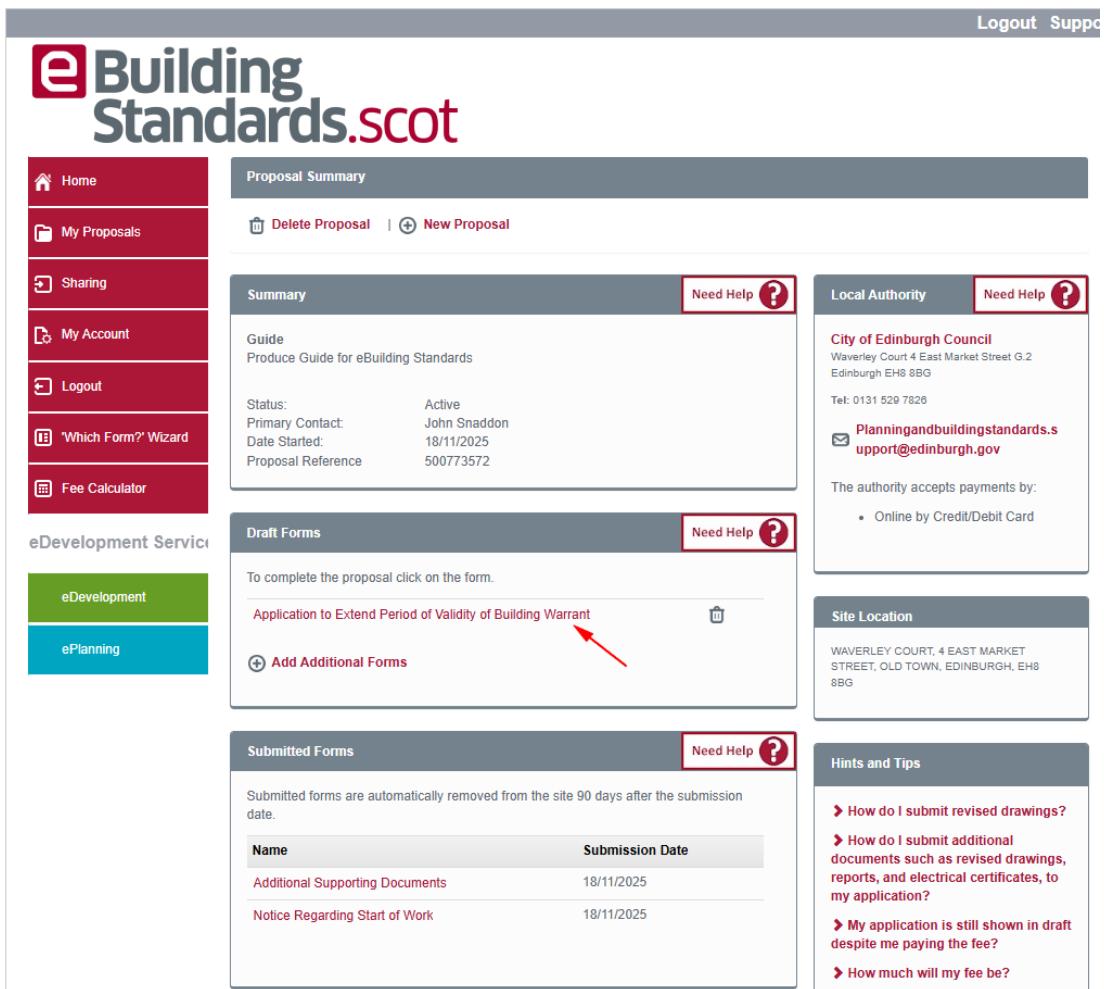
Complete an Application to Extend Period of Validity of Building Warrant

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 left sidebar has a red background with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this is a green 'eDevelopment Services' section with links: eDevelopment and ePlanning. The main content area has a grey header 'Proposal Summary' with 'Delete Proposal' and 'New Proposal' buttons. Below is a 'Summary' box for a proposal to 'Produce Guide for eBuilding Standards'. The 'Local Authority' section shows 'City of Edinburgh Council' with address, phone number, and email. The 'Draft Forms' section contains a link to 'Application to Extend Period of Validity of Building Warrant' (which has a red arrow pointing to it) and an 'Add Additional Forms' button. The 'Submitted Forms' section shows a table of submitted documents. The 'Hints and Tips' sidebar on the right lists: '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?', and 'How much will my fee be?'. The top right of the page has 'Logout' and 'Support' buttons.

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

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	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Declaration	✗ incomplete
Fee	✗ incomplete No fee has been entered

[Back to Proposal Summary](#)

Local Authority

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

Planningandbuildingstandards.scot 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

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.)

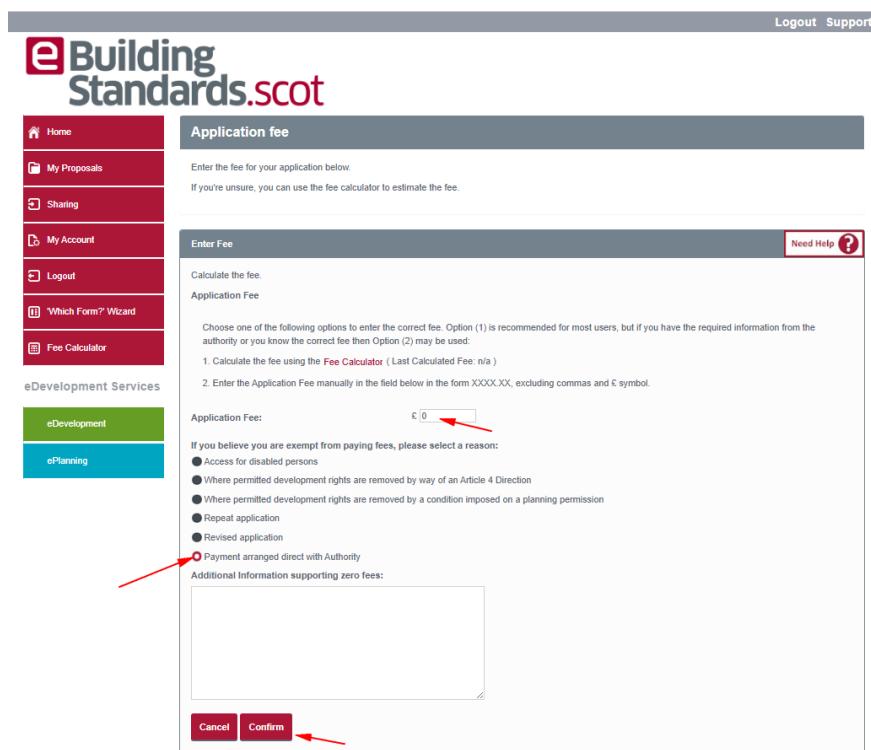
- **No Supporting Documents** are usually required with your Application to Extend Period of Validity of Building Warrant.

Fee

- The required fee to extend the validity of the Building Warrant is currently **£150**.
- Preferable payment method is Credit or Debit card through the application process – see point 5 on the next page.
- 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.

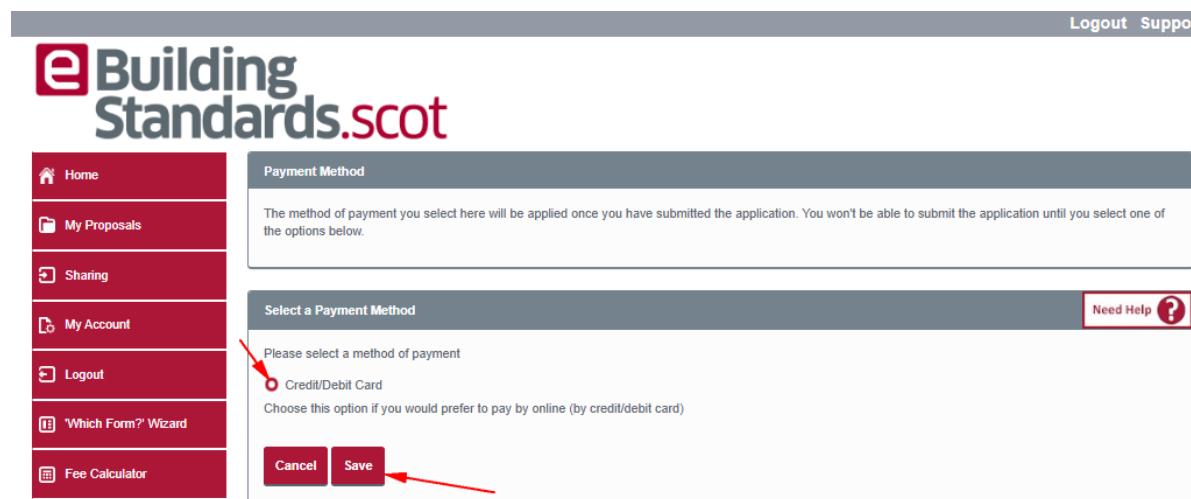
You can then make payment at our website once form has been submitted - [Building Warrant payments – The City of Edinburgh Council](#))



The screenshot shows the 'eBuilding Standards.scot' application fee page. The sidebar on the left includes links for Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. Under 'eDevelopment Services', there are links for eDevelopment and ePlanning. The main content area is titled 'Application fee' and contains the following text:
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:
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'



Logout Support

eBuilding 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 ?

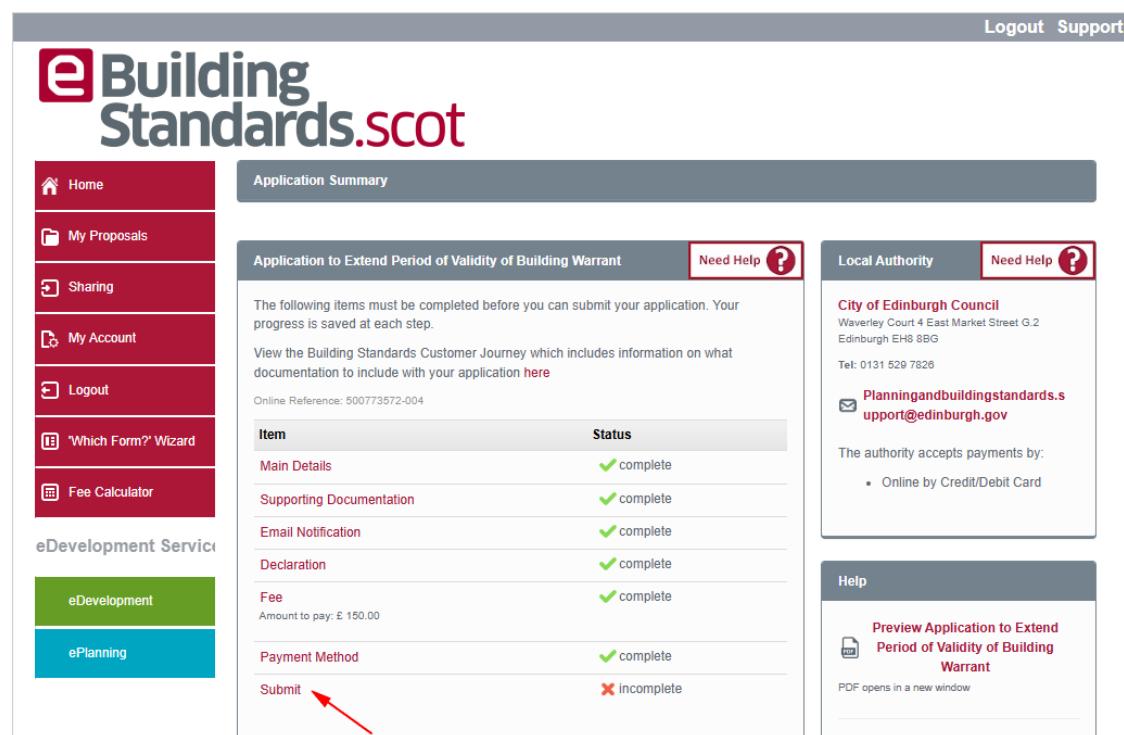
Please select a method of payment

Credit/Debit Card

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

Cancel Save

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



Logout Support

eBuilding Standards.scot

Home

My Proposals

Sharing

My Account

Logout

'Which Form?' Wizard

Fee Calculator

eDevelopment Services

eDevelopment

ePlanning

Application Summary

Need Help ?

Application to Extend Period of Validity of Building Warrant

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	✓ complete
Payment Method	✗ 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.s
upport@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'.

Logout Support



eBuilding Standards.SCOT

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

View Form PDF (opens in a new window)
Need Help 

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 Snaddon
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'.

Billing
Payment
Review
Receipt

Billing Information

* Required field

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Company Name	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
City *	<input type="text"/>
Country/Region *	<input type="text" value="United Kingdom"/>
Zip/Postal Code *	<input type="text"/>
Phone Number	<input type="text"/>
Email *	<input type="text"/>

Your Order

Total amount	£150.00
--------------	---------

[Cancel Order](#)

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. The left sidebar has a red 'Home' button and a green 'eDevelopment' button. The main content area has a green header bar with a checkmark and the text 'Success! Your Application to Extend Period of Validity of Building Warrant has been submitted!'. Below this is a 'Submission Details' section with a summary of the submission. The 'Fees' section shows a single item: 'Fee' at £150.00. At the bottom is a 'Back To Proposal Summary' button with a red arrow pointing to it.

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. The left sidebar has a red 'Home' button and a green 'eDevelopment' button. The main content area has a 'Summary' section with a 'Guide' link. Below it is a 'Draft Forms' section with a note to click on the form. The 'Submitted Forms' section lists the 'Application to Extend Period of Validity of Building Warrant' with a red arrow pointing to it. To the right are sections for 'Local Authority', 'Site Location', and 'Hints and Tips'.

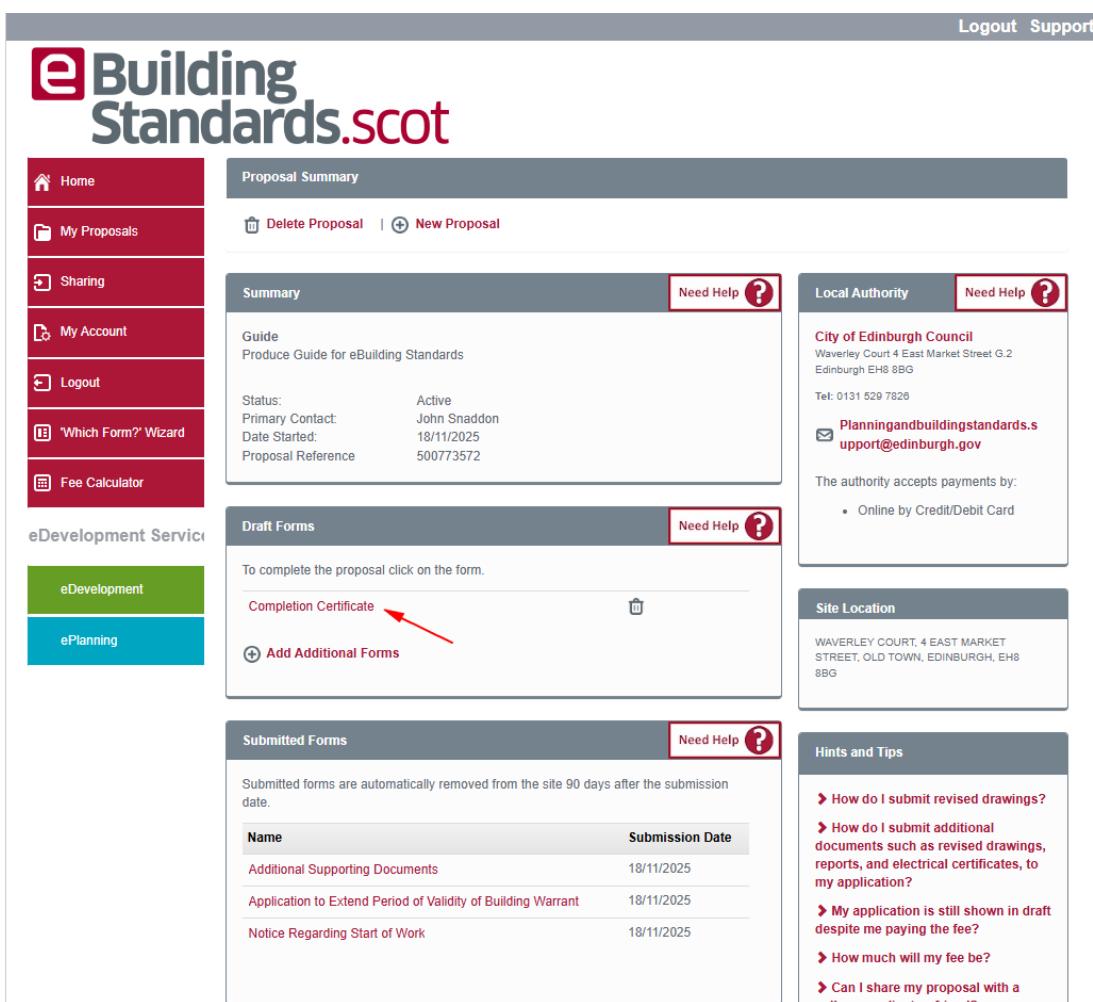
Complete a Completion Certificate with Additional Supporting Documents (Single Submission - Householder, Non-Domestic etc.)

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

1. To add a blank Completion Certificate form:

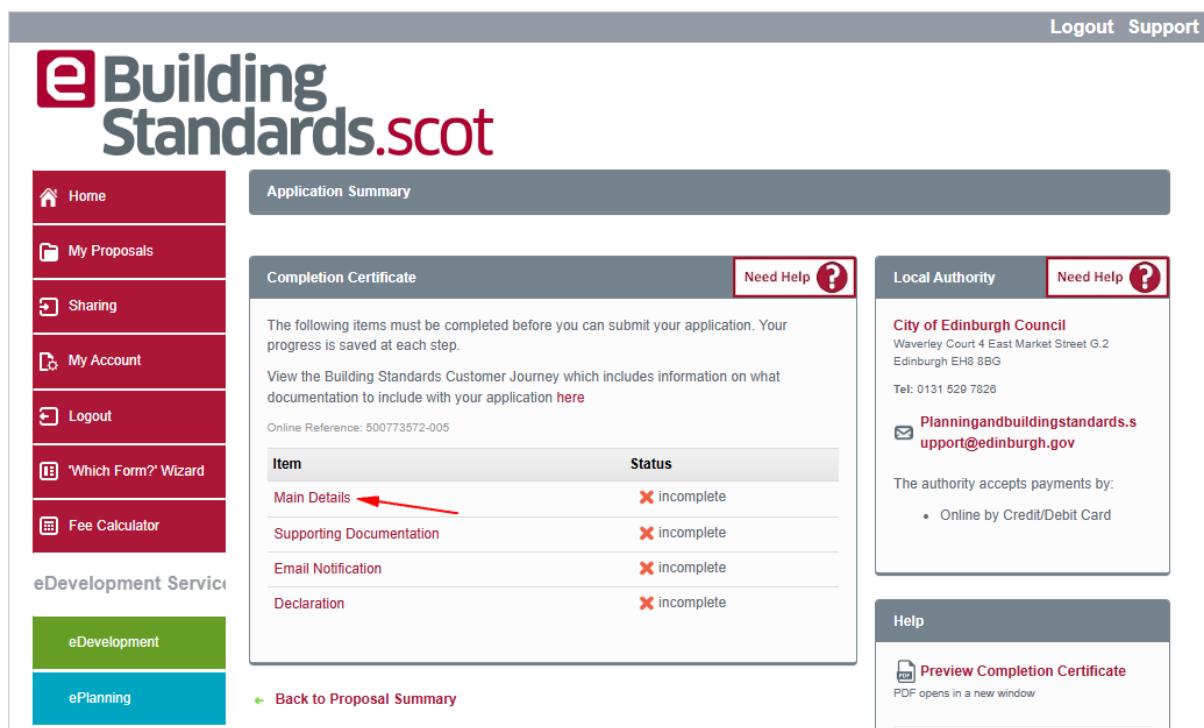
- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide

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



The screenshot shows the eBuildingStandards.scot portal interface. The left sidebar has links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below that is a section for eDevelopment Services with links for eDevelopment and ePlanning. The main content area has a 'Proposal Summary' section with a 'Delete Proposal' and 'New Proposal' button. It shows a proposal for 'Guide' (Produce Guide for eBuilding Standards) with status 'Active', primary contact 'John Snaddon', date started '18/11/2025', and proposal reference '500773572'. Below this is a 'Draft Forms' section with a link to 'Completion Certificate' (which has a red arrow pointing to it) and a 'Need Help' button. The 'Submitted Forms' section shows three items: 'Additional Supporting Documents' (18/11/2025), 'Application to Extend Period of Validity of Building Warrant' (18/11/2025), and 'Notice Regarding Start of Work' (18/11/2025). The 'Local Authority' section shows 'City of Edinburgh Council' with address 'Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG', phone '0131 529 7826', and email 'Planningandbuildingstandards.support@edinburgh.gov'. It also lists payment methods: 'Online by Credit/Debit Card'. The 'Site Location' section shows 'WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG'. The 'Hints and Tips' section lists several tips with icons.

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



The screenshot shows the 'Application Summary' page of the eBuildingStandards.scot system. The left sidebar has links for Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below that is the 'eDevelopment Services' section with links for eDevelopment and ePlanning. The main content area is titled 'Completion Certificate' and contains a table of items and their status. The table has two columns: 'Item' and 'Status'. The items listed are 'Main Details', 'Supporting Documentation', 'Email Notification', and 'Declaration'. All items are marked as 'incomplete' with a red 'X'. A red arrow points to the 'Main Details' row. At the bottom of the table is a link 'Back to Proposal Summary'. The right sidebar shows 'Local Authority' information for 'City of Edinburgh Council' and a 'Help' section with a link to 'Preview Completion Certificate'.

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

- 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) 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'.

Application Summary

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

Local Authority

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

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

Supporting Documentation

Supporting Documentation Option

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 XLSW.
- 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’.

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

Please complete or modify the details listed below as appropriate.

Document Type: * ?

Unique Drawing Reference Number:

Revision Number:

Description: * ?

Attach File: * ?

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.

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'

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



eBuilding Standards SCOT

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.

Add Document Details
?

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

eBuilding Standards.SCOT

Application Summary

Completion Certificate

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

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

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

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

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

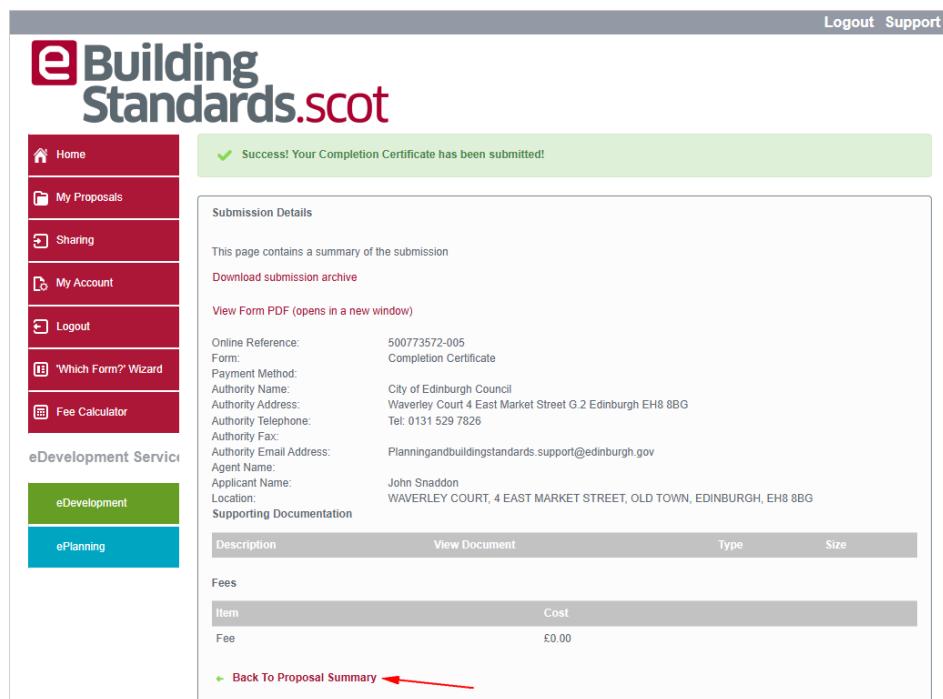
Online Reference: 500773572-005
Form: Completion Certificate
Payment Method:
Authority Name: City of Edinburgh Council
Authority Address: Waverley Court 4 East Market Street G.2 Edinburgh EH8 8BG
Authority Telephone: Tel: 0131 529 7826
Authority Fax:
Authority Email Address: Planningandbuildingstandards.support@edinburgh.gov
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
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 eBuilding Standards SCOT website. The left sidebar has a red background with 'eDevelopment Services' and 'ePlanning' sections. The main content area has a green header bar with a checkmark icon and the text 'Success! Your Completion Certificate has been submitted!'. Below this is a 'Submission Details' section with a table of information. At the bottom of the page is a 'Fees' table and a 'Back To Proposal Summary' link with a red arrow pointing to it.

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	

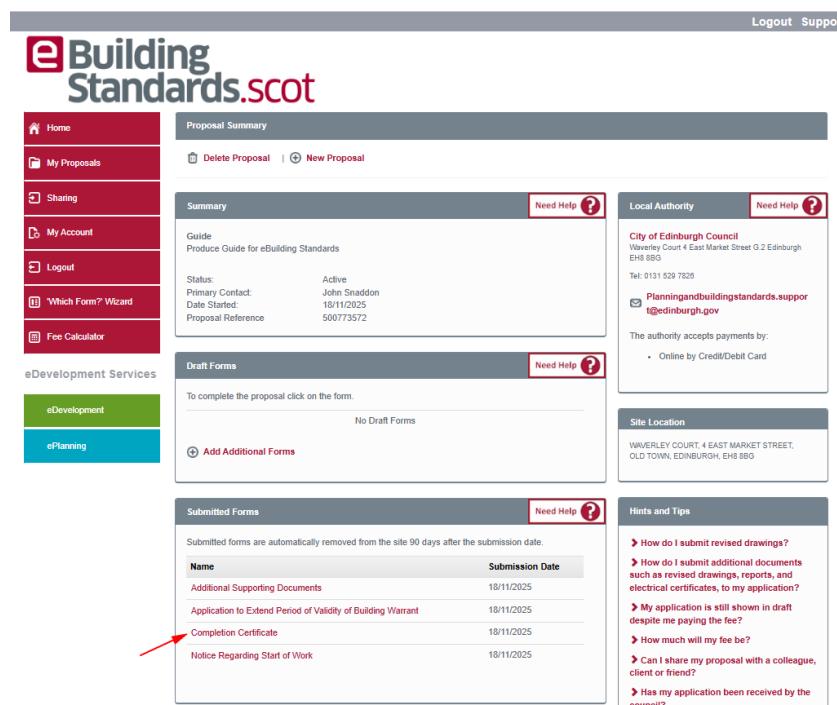
Description	View Document	Type	Size

Fees

Item	Cost
Fee	£0.00

[Back To Proposal Summary](#)

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



The screenshot shows the 'Proposal Summary' page. The left sidebar has a red background with 'eDevelopment Services' and 'ePlanning' sections. The main content area has several sections: 'Summary', 'Draft Forms', 'Submitted Forms', 'Local Authority', and 'Hints and Tips'. A red arrow points to the 'Submitted Forms' section, which lists a 'Completion Certificate' entry.

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

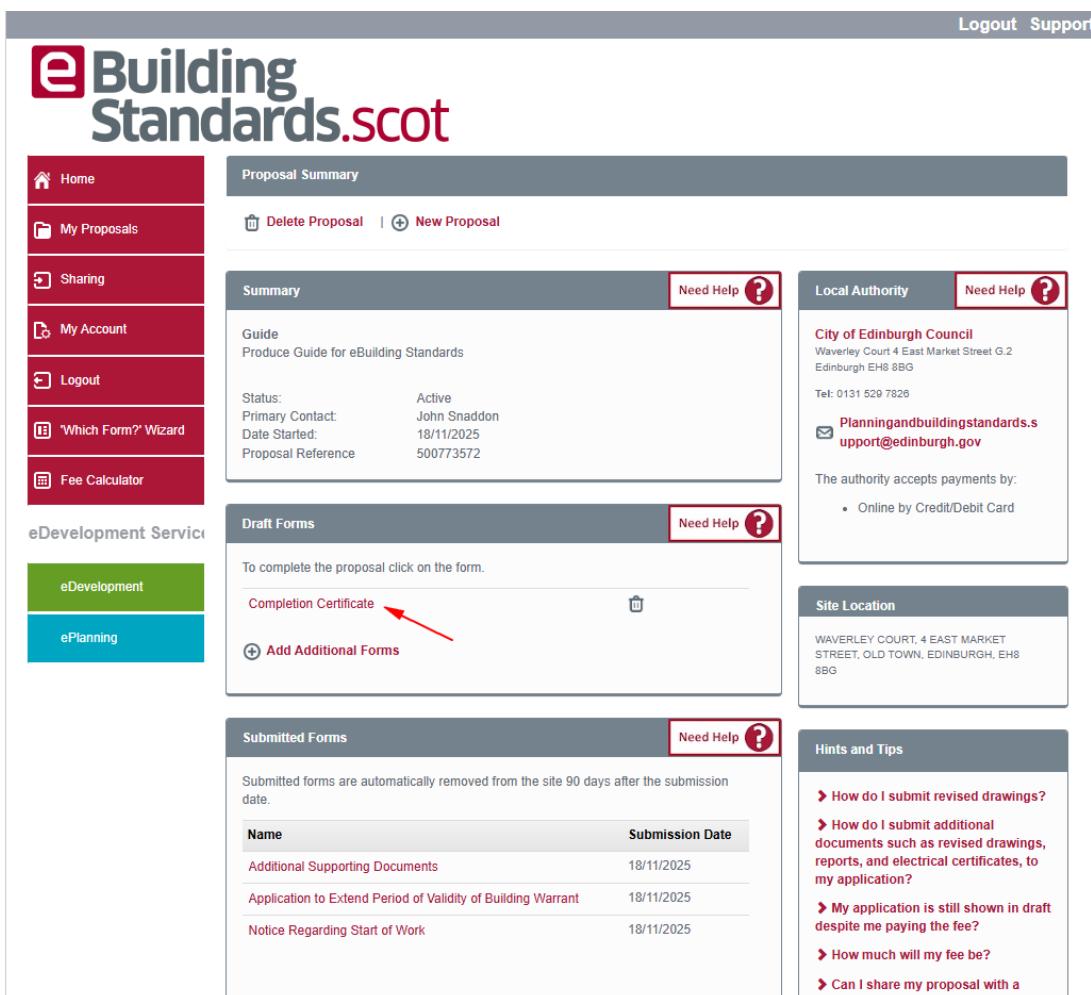
Complete a Completion Certificate with Additional Supporting Documents (Multi-Plot Developments)

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

1. To add a blank Completion Certificate form:

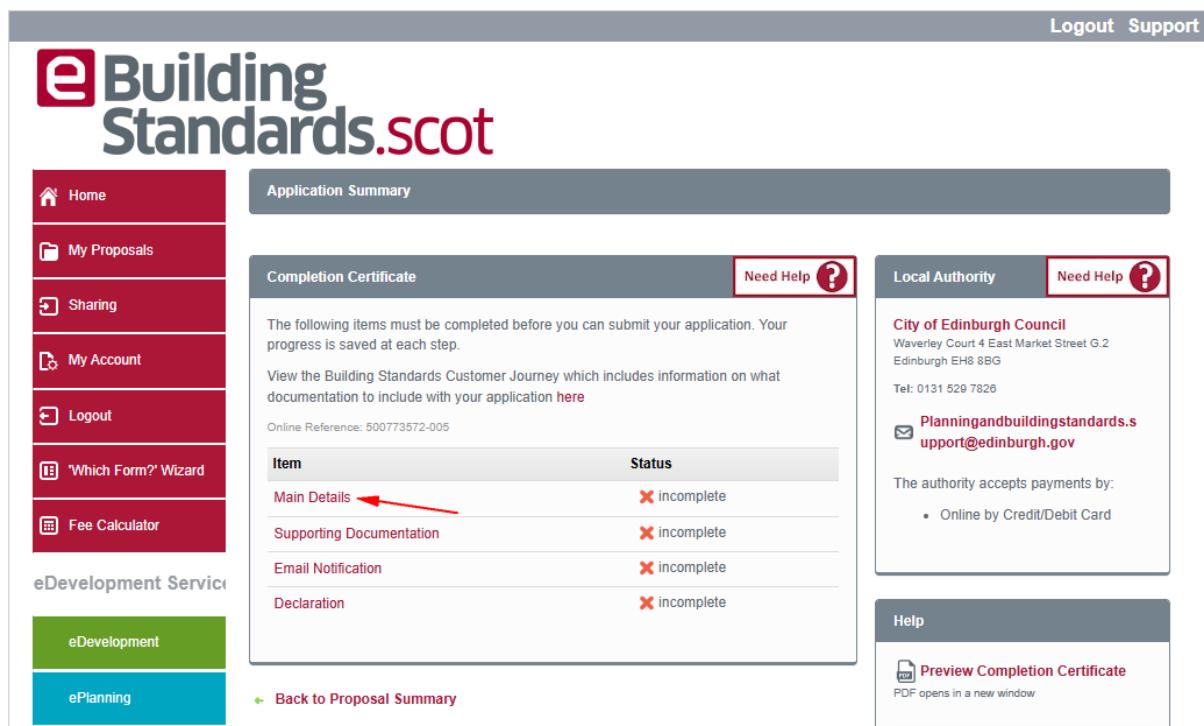
- If you **have not** used the portal before, follow our [How to create a proposal and add a blank form](#) guide.
- If you **have** used the portal and created a proposal, follow our [How to add a blank form to an existing proposal](#) guide

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



The screenshot shows the eBuildingStandards.scot portal interface. The left sidebar has a red background with links: Home, My Proposals, Sharing, My Account, Logout, 'Which Form?' Wizard, and Fee Calculator. Below this, under 'eDevelopment Services', are links for eDevelopment (green background) and ePlanning (blue background). The main content area has a grey header 'Proposal Summary' with 'Logout' and 'Support' links. Below it is a 'Summary' box for a proposal titled 'Guide' (Produce Guide for eBuilding Standards). The 'Draft Forms' section shows a list with 'Completion Certificate' highlighted and a red arrow pointing to it. Other items in the list include '+ Add Additional Forms'. The 'Submitted Forms' section shows a table with rows for 'Additional Supporting Documents' (18/11/2025), 'Application to Extend Period of Validity of Building Warrant' (18/11/2025), and 'Notice Regarding Start of Work' (18/11/2025). The 'Local Authority' section shows 'City of Edinburgh Council' with address, phone number, and email. The 'Site Location' section shows 'WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG'. The 'Hints and Tips' section lists several tips with icons.

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



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	✗ incomplete
Supporting Documentation	✗ incomplete
Email Notification	✗ incomplete
Declaration	✗ incomplete

[Back to Proposal Summary](#)

Local Authority

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

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

Helpful hints:

Main Details – Always required

- 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) 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 eBuildingStandards.scot website interface. The left sidebar contains links for 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 "Building warrant address" and includes a progress bar at 38%. A note states: "An asterisk (*) indicates required fields." Below this is a question: "Is the address of the building to which this submission applies different from the address of the associated building warrant? *". There are two radio buttons: "Yes" (selected) and "No". A red arrow points to the "Yes" button. At the bottom are "Save And Exit" and "Clear Page" buttons, and "Previous" and "Next" navigation buttons.

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'.

Logout Support

eBuilding Standards.scot

Building warrant address continued

An asterisk (*) indicates required fields.

Progress: 42%

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'.

Logout Support

eBuilding Standards.scot

Description of building

An asterisk (*) indicates required fields.

Progress: 46%

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'.

- 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.)

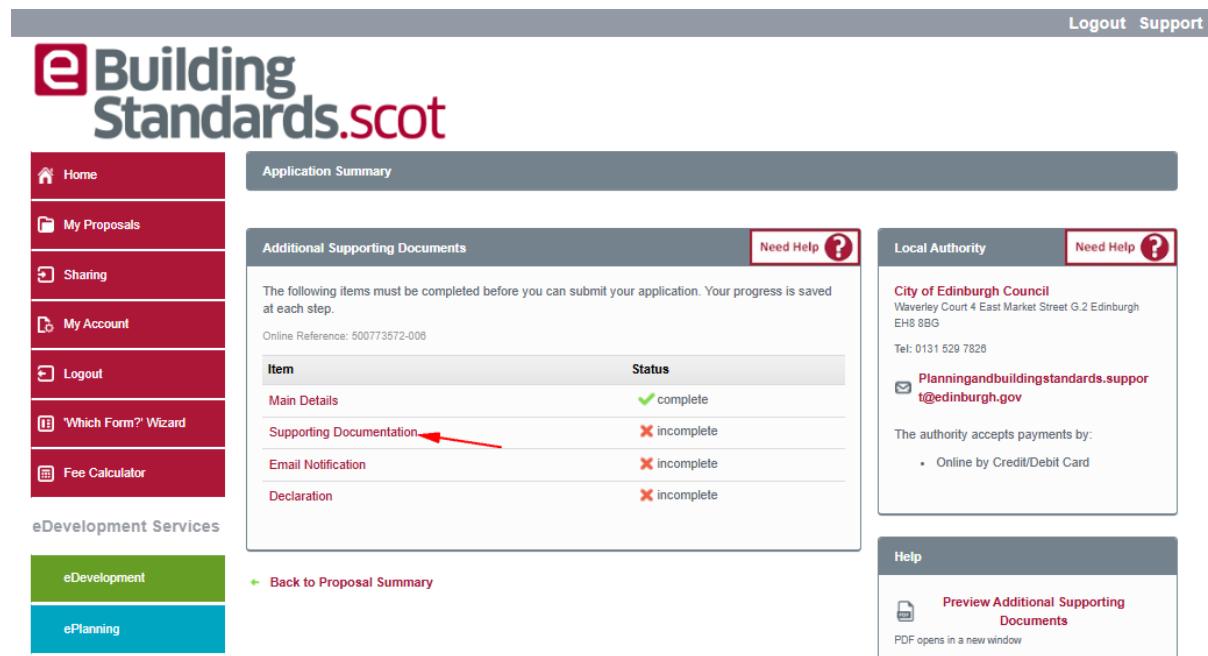
This is where you can add documents to support your submission. To add the certification required for the plot **you must first collate all the certificates required into a single PDF**. Submitting multiple documents for a single plot is not accepted.

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 'eBuilding Standards.scot' application interface. The left sidebar has a red background with white icons and text: 'Home', 'My Proposals', 'Sharing', 'My Account', 'Logout', 'Which Form? Wizard', and 'Fee Calculator'. Below this, under 'eDevelopment Services', are 'eDevelopment' and 'ePlanning' buttons. The main content area has a grey header 'Application Summary'. Below it is a table titled 'Additional Supporting Documents' with a 'Need Help?' button. The table has two columns: 'Item' and 'Status'. The items listed are 'Main Details' (complete), 'Supporting Documentation' (incomplete, highlighted with a red arrow), 'Email Notification' (incomplete), and 'Declaration' (incomplete). To the right of the table is a 'Local Authority' section for 'City of Edinburgh Council' with contact information and payment methods. At the bottom is a 'Help' section with a 'Preview Additional Supporting Documents' button.

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

Local Authority

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

Planningandbuildingstandards.support@edinburgh.gov

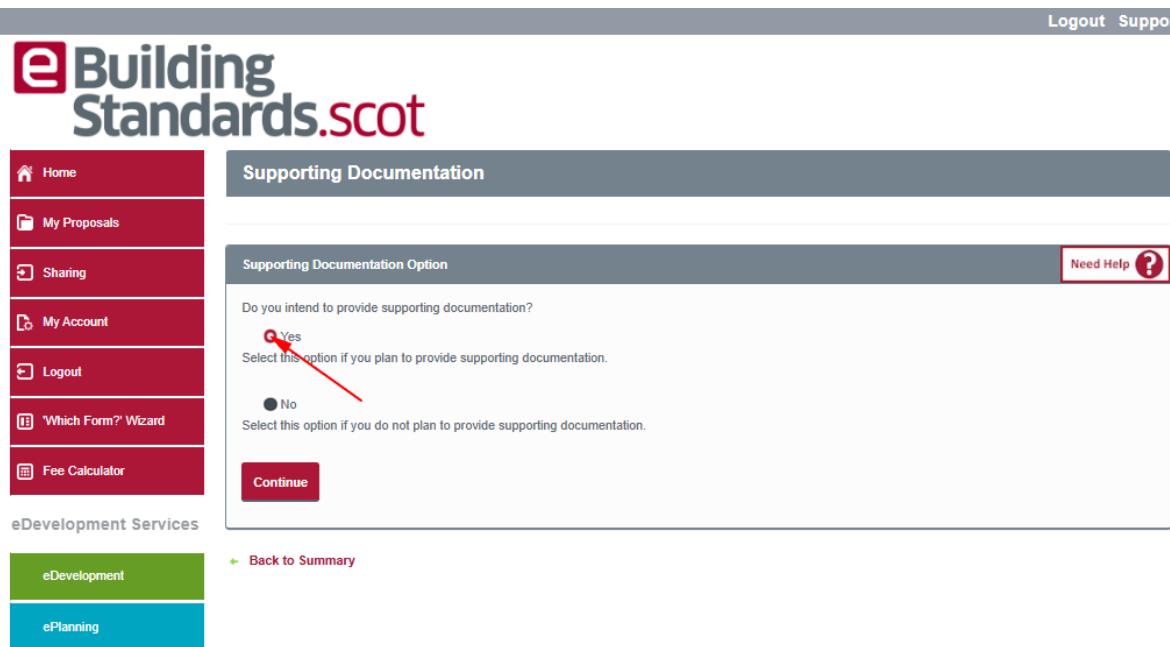
The authority accepts payments by:

- Online by Credit/Debit Card

Help

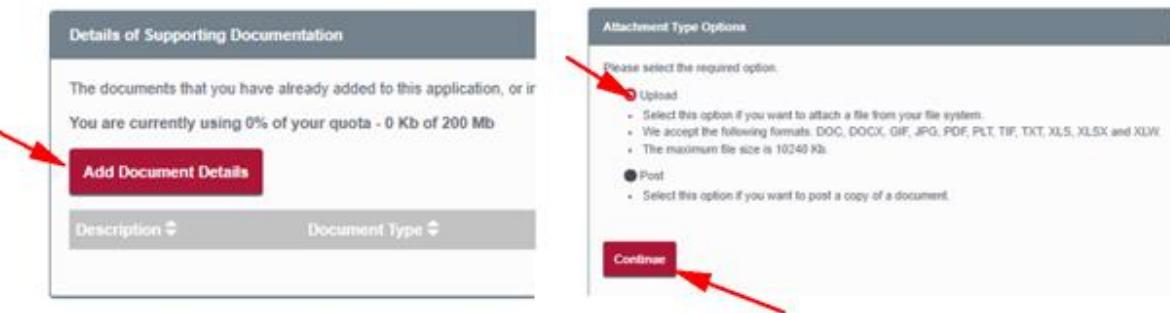
Preview Additional Supporting Documents
PDF opens in a new window

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



The screenshot shows the 'Supporting Documentation' page. On the left is a sidebar 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 to eDevelopment and ePlanning. The main content area is titled 'Supporting Documentation' and contains a 'Supporting Documentation Option' section. It asks 'Do you intend to provide supporting documentation?' with 'Yes' and 'No' radio buttons. The 'Yes' button is selected and highlighted with a red arrow. Below it is a note: 'Select this option if you plan to provide supporting documentation.' The 'No' button is also present with its own note: 'Select this option if you do not plan to provide supporting documentation.' A 'Continue' button is at the bottom. In the top right corner, there are 'Logout' and 'Support' links, and a 'Need Help?' button with a question mark icon.

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



The image contains two side-by-side screenshots. The left screenshot is titled 'Details of Supporting Documentation' and shows a message: 'The documents that you have already added to this application, or if any are deleted, will be removed from this application.' Below this is a note: 'You are currently using 0% of your quota - 0 Kb of 200 Mb'. At the bottom is a red 'Add Document Details' button. The right screenshot is titled 'Attachment Type Options' and asks 'Please select the required option.' It has two radio buttons: 'Upload' (selected) and 'Post'. Below each is a list of instructions. A red arrow points to the 'Upload' radio button. At the bottom is a red 'Continue' button, with a red arrow pointing to it.

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

Supporting Documentation

An asterisk (*) indicates required fields.

Upload Document

Please complete or modify the details listed below as appropriate.

Document Type: * Other ?

Unique Drawing Reference Number: Plot 44 - 100 Edinburgh Road

Revision Number:

Description: * Plot 44 Certification ?

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 is complete, select 'I have finished adding documents and this section is completed' then 'Save'

Logout Support



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

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

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

Application Summary

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

Need Help ?

Local Authority

City of Edinburgh Council
Waverley Court 4 East Market Street G.2
Edinburgh EH8 8BG
Tel: 0131 529 7828

Planningandbuildingstandards.s
upport@edinburgh.gov

The authority accepts payments by:

- Online by Credit/Debit Card

Help

Preview Completion Certificate
PDF opens in a new window

Back to Proposal Summary

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

Logout Support

eBuilding Standards.scot

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

View Form PDF (opens in a new window)

Need Help ?

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

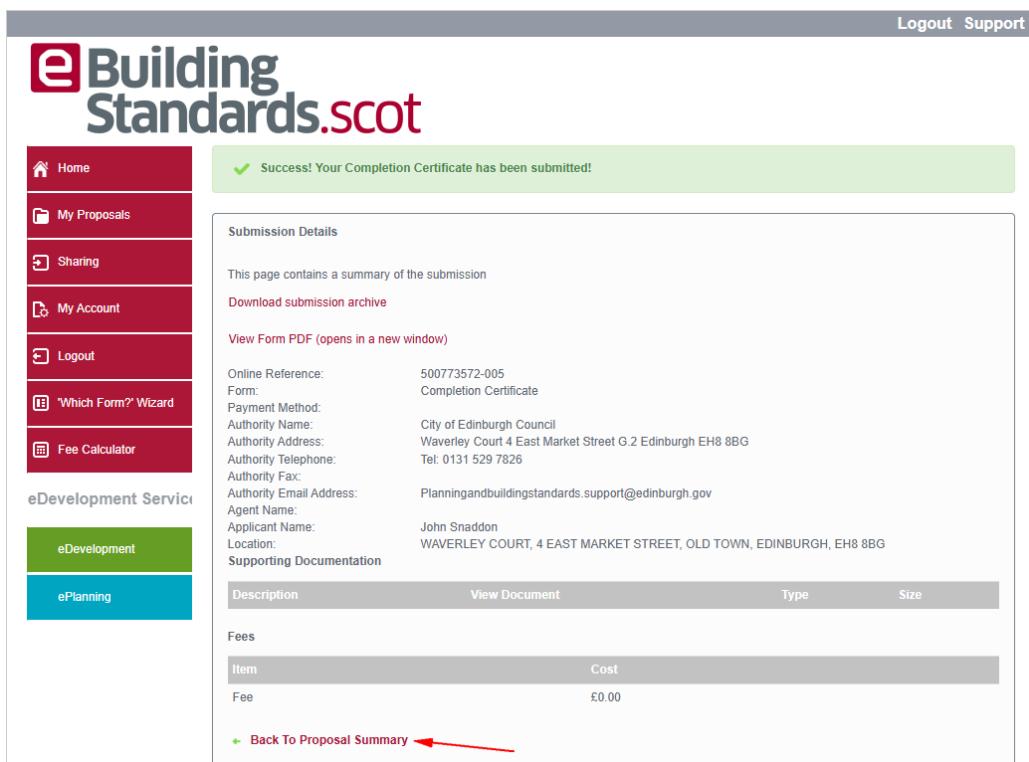
Fees

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 eBuilding Standards.scot website. The top navigation bar includes 'Logout' and 'Support'. The main header is 'eBuilding Standards.scot'. On the left, a sidebar menu lists 'Home', 'My Proposals', 'Sharing', 'My Account', 'Logout', 'Which Form? Wizard', and 'Fee Calculator'. Below this, under 'eDevelopment Services', are 'eDevelopment' and 'ePlanning'. A green success message box at the top right says 'Success! Your Completion Certificate has been submitted!'. The main content area is titled 'Submission Details' and contains a summary of the submission. It includes fields for 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), and Location (WAVERLEY COURT, 4 EAST MARKET STREET, OLD TOWN, EDINBURGH, EH8 8BG). Below this is a table for 'Supporting Documentation' with columns for 'Description', 'View Document', 'Type', and 'Size'. Another table for 'Fees' shows a single entry for 'Fee' with a cost of £0.00. At the bottom 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.

eBuilding Standards.scot

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

eDevelopment Services

- [eDevelopment](#)
- [ePlanning](#)

Proposal Summary

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

Summary

Guide
Produce Guide for eBuilding Standards

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

[Need Help](#)

Draft Forms

To complete the proposal click on the form.

No Draft Forms

[Add Additional Forms](#)

[Need Help](#)

Submitted Forms

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

[Need Help](#)

Local Authority

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

[Need Help](#)

Site Location

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

[Need Help](#)

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?](#)

[Need Help](#)



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