



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

Thank you for completing this submission

ONLINE REFERENCE 500761701-001

Please quote this reference if you need to contact the Local Authority about this application.

Completion Certificate where No Building Warrant obtained – Submission

Form 6

Building (Scotland) Act 2003

Submission under section 17(4) of a completion certificate where no building warrant was obtained for work which required a building warrant.

Relevant Person or Duly Authorised Agent details

Are you the relevant person or a duly authorised agent? * (A duly authorised agent is an architect, consultant or someone else acting on behalf of the relevant person in connection with this application) ☐ Relevant Person ☒ Duly Authorised Agent

Relevant person

The completion certificate must be submitted by the relevant person as defined by the Building (Scotland) Act 2003, that is -

- (a) Where the work was carried out, or the conversion made, otherwise than on behalf of another person, the person who carried out the work or made the conversion.
- (b) Where the work was carried out, or the conversion made, by a person on behalf of another person, that other person.
- (c) If the owner of the building does not fall within paragraph (a) or (b) and the person required by these paragraphs to submit the completion certificate has failed to do so, the owner.

Duly Authorised Agent Details

Please enter Duly Authorised Agent details

Company/Organisation:

You must enter a Building Name or Number, or both: *

First Name: *

Building Name:

Highfield House

Last Name: *

Building Number:

Telephone Number: *

Address 1
(Street) : *

St Nicholas St

Extension Number:

Address 2:

Mobile Number:

Town/City: *

Coventry

Fax Number:

Country: *

UK

Postcode: *

CV1 4BT

Email Address: *

Is the relevant person an individual or an organisation/corporate entity? *

☐

Individual

☒

Organisation/Corporate entity

Relevant Person details

Please enter Relevant Person details

Title:

You must enter a Building Name or Number, or both: *

Other Title:

Building Name:

First Name: *

Building Number:

89

Last Name: *

Address 1
(Street): *

Uxbridge Road,

Company/Organisation

KitFox Ltd

Address 2:

Telephone Number: *

Town/City: *

London

Extension Number:

Country: *

United Kingdom

Mobile Number:

Postcode: *

W12 8NR

Fax Number:

Email Address: *

Owner of Building

Is the relevant person the owner of the property?

☐ Yes ☒ No

The name and address of the owner is required as the procedure regulations require the owner to be informed if a completion certificate is rejected

Owner details

Please enter Owner details

Title:		You must enter a Building Name or Number, or both: *	
Other Title:		Building Name:	
First Name: *		Building Number:	16
Last Name: *		Address 1 (Street): *	Babmaes Stree
Company/Organisation	Zedwell Edinburgh Limited	Address 2:	
Telephone Number: *		Town/City: *	London
Extension Number:		Country: *	England
Mobile Number:		Postcode: *	SW1 6HD
Fax Number:			
Email Address: *	@criterioncapital.co.uk		

Location of building

Address of building to which this Completion Certificate applies

Address 1 (Street):

109 PRINCES STREET

Address 2:

NEW TOWN

Address 3:

Town/City:

EDINBURGH

Postcode:

EH2 3AA

Please identify/describe the location of the site or sites

Northing

673826

Easting

325062

Use of building

Please state current use:

Temporary shops - for sweets and souvenirs.

Please state original use (if different from use before work):

Originally a department store.

Conversions

Is there a change in use which constitutes a conversion in terms of the regulations?

☐ Yes ☒ No

Description of work

Select type of work: *

- ☒ Construct (erect, extend, alter)
☐ Convert
☐ Provide services, fittings or equipment
☐ Demolish

Please give a brief description of work *

The development comprises the internal fit-out and formation of a number of small, temporary retail units within part of the former Debenhams store on Princes Street, Edinburgh. The works involved non-structural alterations only, including the installation of lightweight partitions, shopfronts, and associated finishes, to create self-contained shop spaces.

Security matters

Do you consider any part of your proposals should not be open to public inspection on the Building standards register? (If yes, the verifier will decide with you the extent of the restrictions)

☐ Yes ☒ No

Subject to the restrictions below, details of applications are made public in accordance with the procedural regulations, with information on the application available on line, and drawings etc. available for copy or inspection at local authority premises. The local authority may remove documents from the register if they are satisfied there are genuine security concerns. For those documents on the register there are also restrictions on their copying. The first restriction relates to non-residential buildings, prisons, a building where a person may be legally detained or otherwise held in custody, the Scottish Parliament or the Royal Private Estate and applies where the applicant has confirmed the disclosure or copying would raise security concerns. Details agreed between the verifier and the applicant will be withheld unless the owner of the building gives written permission for them to be released. Thus parts of applications for buildings such as banks may only be available with the owners written permission. The second restriction relates to all other residential buildings and copying is restricted to owners, occupiers or tenants, or prospective owners, occupiers or tenants of the relevant building or an adjoining building. There will thus normally be no need to further restrict access to any details in relation to residential buildings.

Limited-life building

Is the intended life of the building to be five years or less from the date of completion?

☒ Yes ☐ No

Please state the number of years:

2

Planning – Listed buildings

Does the application concern buildings listed as being of special architectural or historic interest or in a conservation area?

☐ Yes ☒ No

Does the building have any other historical importance (e.g. association with significant historical person or event)?

☐ Yes ☒ No

Relaxation directions

Has any relaxation of the provisions of the building regulations given by Scottish Ministers?

☐ Yes ☒ No

Notices

Please indicate if this submission is as the result of any of the following notices, and if so give the reference number

Building regulations compliance notice

Building warrant enforcement notice

Defective buildings notice

Is the building subject to any Dangerous building notice(s)?

☐ Yes ☒ No

Estimated value of works

Please provide the estimated value of the works

£ 50000.00

Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs.

Certificates of design or construction

Do any certificates from approved certifiers accompany this application?

☐ Yes ☒ No

Certificates

Does a copy of an Energy Performance Certificate(s) accompany this submission? *

☐ Yes ☒ No

Has a statement of sustainability been issued for the purpose of regulation 9 and section 7 of Schedule 5 to the Building (Scotland) Regulations 2004? *

☐ Yes ☒ No

Does a Fire Safety Design Summary accompany this submission? *

☒ Yes ☐ No

Completion Certificate Where No Building Warrant Obtained Checklist

Have you provided a block/location plan sufficient to identify the size and position of the building, the size and position of any adjoining building as it affects the proposal and the boundaries with land in different occupation? This should be drawn to an identified scale.

☒ Yes ☐ No

Have you provided any other supporting documentation such as plans, sections, elevations and the associated specification as necessary?

☒ Yes ☐ No

Have you provided any Certificates of Design or Construction? (If a Certificate of Design or Construction is not being provided please select the N/A option)

☐ Yes ☐ No ☒ Not Applicable

Have you provided any of the following documents:

Energy Performance Certificate:

☐ Yes ☐ No ☒ Not Applicable

Statement of Sustainability:

☐ Yes ☐ No ☒ Not Applicable

Fire Safety Design Summary:

☒ Yes ☐ No ☐ Not Applicable

Have you completed the Email notification section?

☒ Yes ☐ No

Privacy notice

Your views are important as a customer of the local authority building standards service in Scotland. Your feedback would be appreciated, and you will be invited to participate in a building standards customer survey.

Declaration

We submit a completion certificate in accordance with the details supplied above and with any necessary accompanying information. This completion certificate is confirmation that the work was carried out and made in accordance with the building regulations. (see note 1).

This completion certificate also confirms that in the case of work for the construction of a building, the building as constructed complies with the building regulations; that in the case of the provision of services, fittings or equipment in or in connection with a building that the services, fittings or equipment comply with building regulations; and in the case of conversion of a building that the building as converted complies with the building regulations.

(and when the provisions of building regulations apply.)

I enclose a copy of the energy performance certificate(s) for the building(s).

I enclose a copy of the statement of sustainability issued for the purpose of regulation 9 of and section 7 of Schedule 5 to the Building (Scotland) Regulations 2004

(and when the provisions of the Building (Procedure) (Scotland) Regulations 2004 apply).

I enclose a copy of the fire safety design summary.

This completion certificate imposes the following continuing requirements, made under section 22 of the Act.

Signed duly authorised agent on behalf of the relevant person

Declaration Name:

[REDACTED]

Declaration Date:

19/08/2025

Payment Details

Online payment: [REDACTED];

Payment date: 21/08/2025 18:19:00

Created: 21/08/2025 18:19

Notes

1. A submission for work which should have had a building warrant must be accompanied by the plans, specifications and other information that would have accompanied an application for a building warrant. A fee, equal to that for a late submission of an application for building warrant, is also required. Note that the building regulations which apply are those in force at the time of submission of this certificate.

2. WARNING This certificate does not permit the occupation or use of a building following construction or conversion. It is an offence to occupy or use such a building until a Notice of Acceptance of a Completion Certificate is obtained except where this is for the purpose of the construction or conversion of the building. Note that temporary permission may be obtainable from a verifier, and note that the restriction on occupation or use does not apply to alterations.

3. If any person submits a completion certificate containing a statement which that person knows to be false or misleading in a material particular or recklessly submits a completion certificate containing a statement which is false or misleading in a material particular the person will be guilty of an offence and liable on summary conviction to a fine not exceeding level 5 on the standard scale.