

COMPLETION OF DEVELOPMENT Guidance Note



This guide provides details on the application process associated with a Completion of Development Certificate.

Background

Applicants are required, as part of the planning process, to inform Fife Council when they have completed their development. This requirement is noted in the Decision Notice. The following text indicates the relevant legislation.

Section 27B (1) of the Town and Country Planning (Scotland) Act 1997 as amended by the Planning etc. (Scotland) Act 2006 requires a person who completes a development for which planning permission has been given by this planning authority must, as soon as practicable after doing so, give notice of completion to Fife Council. Failure to notify the Planning Authority of Completion may constitute a breach of planning control under Section 123 (1) of the Act which may result in enforcement action being taken.

Whilst the notification of completion of the development is mandatory, a developer or owner of a property may also apply for a Completion Certificate for developments granted planning permission after 3rd August 2009. From 1st August 2016 a charge will be made for this service.

Notification Process

Complete and return the [Notification for Completion of Development Form](#).

Application Process

You must complete the [Request for Completion of Development Form](#) so that we have all the required information to carry out the process. You should only use this form if your development is a residential application which includes house extensions. If your development is for a different type of development such as

retail or industrial, we will contact you so that we can establish the fee required. This will be based upon the officer time to undertake the assessment of the application.

You will need to supply us with the Planning Application Reference which you will find on your Decision Notice. If you no longer have your Decision Notice you can find details [online](#).

Once we have received your application, along with the relevant fee, we will begin to assess the completed works. To do this we will:

- Check all works have been completed
- Check all works match the approved plans
- Issue your Completion of Development Certificate or
- Advise you whether a Non-Material Variation or a further planning application is required if your development does not match approved plans
- Undertake this work within 20 working days

Once we have assessed your application, we will contact you by email where we will provide details of your Certificate.

Application Types and Charges

The charges for this service are based on the application type and the size and complexity of the development. We have 3 different categories. Current charges can be found on the [Planning Costs and How to Pay](#) section.