



Community and Enterprise Resources
Executive Director **Kevin Carr**
Planning and Regulatory Services

Notice of finalisation of structural details Building (Procedure) (Scotland) Regulations 2004

Notification of finalisation of design of elements specified in schedules to certificates issued in accordance with regulations 32 and 34

The approved certifier and approved body should complete this form once the structural design elements specified in the schedule to the certificates of design have been completed. **Failure to do so will result in the certificate of completion not being accepted.**

Please complete the form in Adobe Acrobat and print it out, or print it and complete by hand, using block capital letters. This form requires to be signed so please print out, sign and return the form to South Lanarkshire Council, Planning and Regulatory Services, Council Offices Floor 6, Almada Street, Hamilton, ML3 0AA. Alternatively return the completed form via email to buildingstandards@southlanarkshire.gov.uk

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Using your personal information

We, South Lanarkshire Council, will use the information that you have provided to us in connection with the statutory function of processing of your application. This includes checking the validity of the information provided and checking your suitability to be given and to hold a licence by sharing it with other public bodies.

If your application is successful, we will use the information in order to fulfil our management and regulation role as a licensing authority. We will place certain information from your application onto a public register as required by law. The register is publicly available to view.

We will share your information with South Lanarkshire Council's Planning and Regulatory Services in order to check the accuracy of information provided on your application. Your information will only be processed when it is lawful to do so.

Your rights

You have the right to ask us to

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to

stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction)

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice on the council's website at www.southlanarkshire.gov.uk/privacy or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



The Council's Data Protection Officer

The Data Protection Officer, Administrative and Legal Services,
Finance and Corporate Resources, Floor 11, Council Offices,
Almada Street, Hamilton ML3 0AA

Phone: 0303 123 1015 or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the council has dealt with your rights (or any other aspect of data protection law) The Commissioner's Contact Details are:

Information Commissioner's Office, Wycliffe House, Water Lane
Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).
Alternatively fax to: 01625 524 510 or go online at: <https://ico.org.uk/concerns/handling/>

Part A To be completed by approved certifier

I hereby give notice that the detailed design of the elements specified in the schedule to the certificate of design number

Relating to building warrant reference number

Has been finalised and is in accordance with the relevant performance specification

Name of certifier

Registration number

Signature of certifier

Date

Part B To be completed by approved body

I confirm that the person signing Part A is an approved certifier of design and is a principal in or is employed by this body

Name of approved body

Registration number

Signature of certification co-ordinator of approved body

Date