

Structural Changes to Certificates Issued to the Local Authority

Scotland

Introduction

Discussions have taken place between SER and the Scottish Government's Building Standards Division regarding the procedure which should be followed when structural changes occur to projects for which a certificate has been issued to the Local Authority but the Warrant has yet to be granted. To avoid any possible confusion Approved Certifiers should adhere to the following process.

Certificate Actions

By expanding the 'Certificates' section under 'Certifier Actions' you will have the options shown to the right.

Select 'Generate Structural Change to Certificate Issued to Local Authority (Warrant Not Yet Granted)'

The screenshot displays a software interface with a dark blue header and a light blue main area. The header contains three expandable sections: 'Application Actions' (+), 'Account Actions' (+), and 'Certifier Actions' (-). The 'Certifier Actions' section is expanded, showing a sub-menu with 'Management' (+) and 'Certificates' (-). The 'Certificates' section is further expanded, revealing a list of actions:

- View Certificate Summary Report ▶
- View Certificate Status Report ▶
- Generate New Certificate ▶
- Generate Additional Stage(s) to an Existing Project ▶
- Generate Amendment to Warrant ▶
- Generate Structural Change to Certificate Issued to Local Authority (Warrant Not Yet Granted) ▶
- Convert Non-Staged Project to Staged Project ▶
- View Schedule Information ▶

At the bottom of the interface, there is a 'CPD' section (+).

Initial Steps

Once you have confirmed that you have adequate Professional Indemnity Insurance you will be presented with an overview screen, containing this tutorial.

The following screen asks you to confirm whether the current certificate is for a staged or non-staged project.

Depending on your answer, the system will then display a list of all your certificates (staged or non-staged) that you are able to generate a new certificate for. The filters can be used to narrow your search if there are too many certificates to easily find the one that is required.

Select the relevant certificate and continue.

Select Certificate

ACC: SER1-D-00000

Filters

Certificate number

Project location

Project reference

[Apply Filters](#)

Hide / Show Columns ▶

Certificate Number	Project Reference	Project Title	Project Location	Project Risk Group
<input type="radio"/> 000000	000000	Project Title	Project Location	-
<input type="radio"/> 000000	000000	Project Title	Project Location	-
<input type="radio"/> 000000	000000	Project Title	Project Location	-

General Project Information

This will bring up the 'General Project Information' screen, which will be pre-populated with the information entered for the previous certificate. Any of the below that need amending can be changed here before continuing:

- Project reference number
- Warrant number
- Project title - Please note: this section does not appear on the certificate
- Project location
- Project description – this should include descriptions of any New Build, Alteration and Conversion elements to the project
- Project risk group
- Does the project contain conversion work? - Please note: there is no longer a requirement to generate a separate conversion certificate
- Local Authority
- Body registration number – Please note: when you enter the body number and search, you must click 'Confirm' to continue,
- Total project value – Please note: this is the estimated total value of all stages of the project, not just the current stage(s)

Select 'Save and Continue' to progress to the next step

Project reference *

Warrant number

Project title *

Project location *

Project description *

You have 1892 characters left

Project risk group *

 ▼

Stages (If Applicable)

If the project is staged, you will see the screen to the right. Here you are able to edit, delete and add stages to the certificate as required. Once completed select 'Save and Continue'.

You will then be presented with each Schedule as when generating the previous certificate, and may make any changes as required

Once all sections are amended as appropriate you may proceed to payment.

Please note: You will no longer need to contact SER Admin to link the new certificate to the original certificate.

Stage Information

ACC: SER1-D-00000

1

Stage type * SER Non-SER

Stage description *

You have 2000 characters left

[Save This Stage](#)

Do you expect this to be the last stage(s) for the project?

Yes No

[Save and Continue](#)

[Previous Step](#) [Return to Account](#)

Legacy Stages

If you are converting a stage 2 or later certificate generated in the old system, you will see the screen to the right. Note that stage 1 is missing. There will be more stages missing if this is an amendment to a stage later than 2.

In this instance you are required to delete all the stages showing on the screen (in this case stage 2 only) and enter all the stages from stage 1 onwards. This will preserve the link to the previous certificates but will ensure that the current certificate covers all the stages of the project that have been issued so far.

This certificate will supersede all previous certificates that have been linked in the project; this includes earlier stages of the project and any amendments already issued.

Stage Information

ACC: SER1-D-00000

2 Stage type **SER** Edit

Stage description * Delete

Stage 2 comprises the full works to completion.

3 Stage type * SER Non-SER

Stage description *

You have 2000 characters left Save This Stage

Do you expect this to be the last stage(s) for the project?

Yes No

Save and Continue

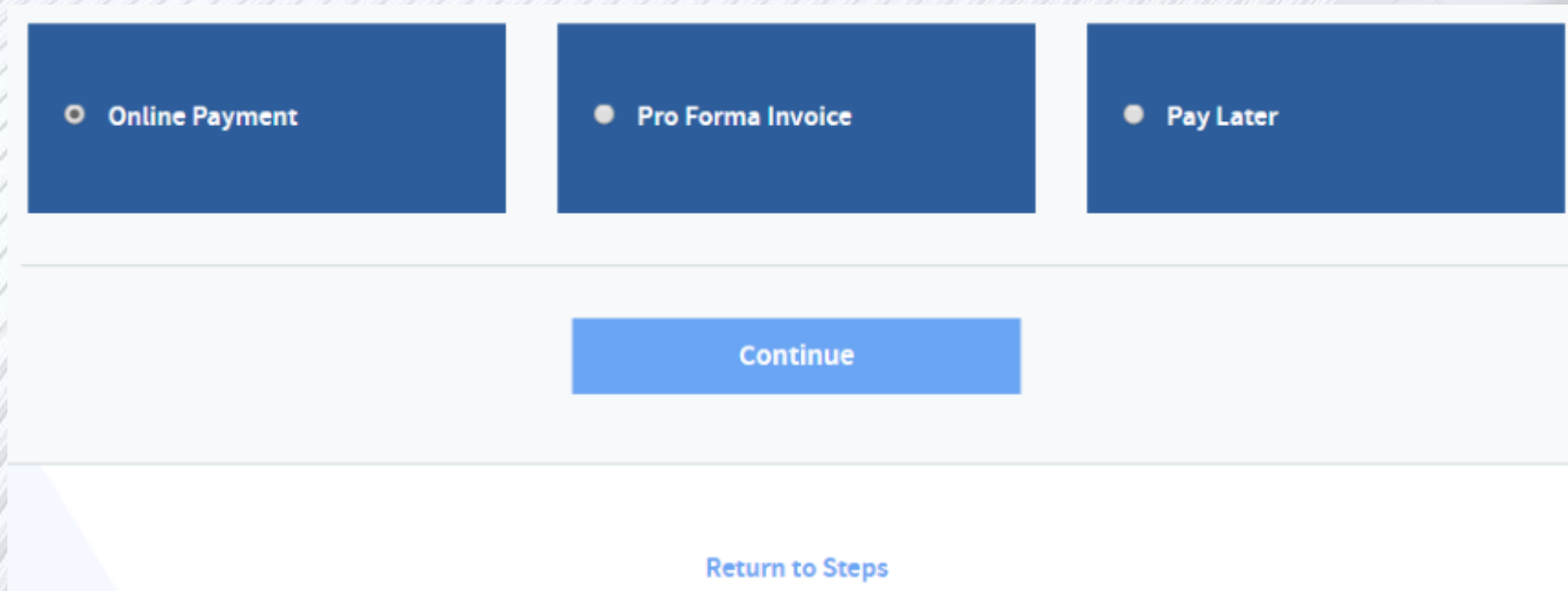
◀ Previous Step Return to Account

Complete Payment

In the payment section you will be presented with the screen to the right.

- Online Payment – secure payment using Credit/Debit card
- Pro Forma Invoice – this is if you want to pay by cheque; you will be able to select the billing address
- Pay Later – this saves all actions up to this section and returns you to your account home page. Note: the certificate isn't complete using this selection. The certificate will only be completed once payment has been received.

Upon completion of the certificate you will be sent a receipt of your payment. You will also be emailed a PDF copy of the certificate for printing and signing. This can be accessed again from the 'Certificate Information' page.



The screenshot shows a payment selection interface with three radio button options: **Online Payment**, **Pro Forma Invoice**, and **Pay Later**. Below these options is a blue **Continue** button. At the bottom of the screen, there is a link labeled **Return to Steps**.