


**BUILDING (PROCEDURE) (SCOTLAND) REGULATIONS 2004**
**Application for Discharge or Variation of a Continuing Requirement**

Application under Section 23 for the discharge or variation of a continuing requirement imposed by a verifier under Section 23

**1. Details of Applicant/Agent**
**a) APPLICANT**

 Name .....  
 Property Nos/Name .....  
 Street Name .....  
 Town .....  
 Post Code .....  
 Tel. No. (Home) .....  
 Tel. No. (Business) .....  
 e-mail .....

**b) DULY AUTHORISED AGENT (if any)**

 Name .....  
 Property Nos/Name .....  
 Street Name .....  
 Town .....  
 Post Code .....  
 Tel. No. (Home) .....  
 Tel. No. (Business) .....  
 e-mail .....

**2. Location of Building or Site to which the Application Relates**

Address [Include post code if known]

 .....  
 .....  
 .....

**3. Details of Building Warrant**

 Date of Building Warrant (and any amendments) .....  
 Reference number of Building Warrant .....

**4. Details of Acceptance of Completion Certificate**

 Date of Acceptance .....  
 Reference number of Acceptance .....

**5. Continuing Requirement**

State the continuing requirement which is to be discharged/varied\*

.....

.....

**6. Reason for the change**

Is the building subject to any other continuing requirements? YES  NO

If YES, please give details .....

Has a previous application to vary the continuing requirements been granted? YES  NO

If YES, please give details .....

Date notice given .....

**7. Declaration**

I/We\* apply for the discharge/variation\* of the continuing requirement as detailed above

**Signature of [applicant/duly authorised agent\*]** ..... **Date**.....

\* Delete as appropriate

**8. Contact Address**

Address to which you should send this application :-

Building Standards Service  
Planning & Economic Development Division  
East Ayrshire Council  
The Johnnie Walker Bond  
15 Strand Street  
Kilmarnock  
KA1 1HU  
Tel: 01563 576781/576778  
Fax: 01563 554592  
e-mail: [BuildingStandards@east-ayrshire.gov.uk](mailto:BuildingStandards@east-ayrshire.gov.uk)