

Building Standards Service

Notes for Guidance when applying for a Building Warrant



WILL I NEED A BUILDING WARRANT?

Although the Building Regulations have specific exempt classes of work which can be carried out without Building Warrant approval, most construction work is subject to a Building Warrant. The Building Standards System in Scotland is pre-emptive requiring that a Building Warrant is obtained prior to the construction works being undertaken. Therefore, if you propose to erect a new building, to alter or extend an existing building, to convert a building or to demolish a building, you will require apply to East Ayrshire Council for approval. The need for a Building Warrant is separate from the requirements for Planning Permission and as such the two approvals should not be confused. Further information on the requirements for Planning Permission can be obtained from **Development Management** on 01563 576790.

Should you be unclear whether a Building Warrant is necessary then you should contact the Building Standards Service either by phone or in writing. Contact details are noted below.

HOW DO I APPLY FOR A BUILDING WARRANT

To apply for a Building Warrant you will require to complete an application form, submit architectural plans of the proposed construction works along with the requisite fee which is based on the value of the construction works. Application Forms can be obtained from the Building Standards Service either by phone request, downloading the form from the East Ayrshire Council Web Site on www.east-ayrshire.gov.uk, at any Council Office or picking up a form at the Building Standards offices detailed below. The application, plans and fee are then submitted to the Building Standards Service at the addresses noted on the contact details below.

WHAT TYPE OF PLANS TO BE SUBMITTED WITH YOUR APPLICATION

The architectural drawings required for the application **must** be designed in accordance with the Building (Scotland) Regulations 2004. Where the submission has not been designed to these standards, then the application will not be approved following the initial assessment. Therefore, the architectural drawings should be prepared by an Architect, Building Surveyor, Architectural Consultant or other competent person experienced in preparing drawings to the Building Regulations. Drawings submitted by persons who are unfamiliar with the Building Regulations may cause the delay in the determination of the warrant due to the extent of information which will remain to be submitted. The Building Regulations can be viewed on :- (<http://www.gov.scot/Topics/Built-Environment/Building/Building-standards>)

A comprehensive list of the architectural plans which require to be submitted along with an application are detailed in Appendix A. However, generally the drawings must be to a metric scale and include the following details:-

- a Location Plan;
- a plan of the foundations, each floor and any roof;
- sections through the building;
- an elevation of each face of the building;
- all constructional details from foundations to roof;

In domestic applications where works consist of altering or extending a dwellinghouse two sets of plans are required to be submitted along with the application. For an application involving the alteration of an existing building the plans require to be coloured to show the extent of the new work proposed. Applications for conversion and erection of domestic buildings may be subject to consultation with statutory bodies such as SEPA, Scottish Water etc and in these circumstances if the Applicant/Agent submitted an electronic (PDF) copy this would help speed up the consultation times. Similarly, non domestic projects will incur consultation with a number of statutory bodies and in these circumstances an electronic (PDF) copy of the plans would be helpful.

All architectural plans can be submitted on paper and should be clear and easy to read as they may be scanned and stored electronically. Durable copies of plans are no longer required. Where the application is submitted in electronic format early consultation with the Building Standards Service is required to agree the electronic format of the submission.

HOW MUCH WILL IT COST?

Fees for Building Warrant are set by the Scottish Building Standards Agency on behalf of the Scottish Executive and are based on the value of the proposed construction works excluding VAT. To establish the fees applicable for the value of works refer to Appendix B. In calculating the value of the works, the applicant must use the normal market costs rather than any discounted costs which they might be able to achieve. For example, even if the labour was unpaid because it is a self-build project, the value of the building work should still include a fair assessment of the value of labour had commercial contractors undertaken the work. The cost of verifying compliance is the same in both cases, indeed it may even be higher in a self-build project, so it is considered equitable that the warrant fee should be calculated on the same basis.

Consequently, the Building Standards Service will review the estimate of value of works specified on the application form by reference to the Royal Institution of Chartered Surveyors Building Cost Information Surveys of Tender Prices. This guide provides the £/m² for the construction works. If the Building Standards Service believes the value of the works should be higher than that stated, the application will not be validated unless the value is increased and the appropriate additional fee paid.

There is no fee for works to alter or extend the dwelling of a disabled person provided the works are solely for the benefit of that person. However, a fee will be required where the proposed works are not for the benefit of the disabled person and where the works are proposed in non-domestic buildings.

Where the construction works involve a structural engineer designing the proposed works a 10% discount will be available where the application is submitted along with a SER Certificate of Structural Design. Discounts are not applicable where the Certificate of Structural Design is submitted after the application has been validated. Details of this Certification Scheme can be viewed on www.SER-Ltd.com .

STATUTORY CONSULTATIONS

Depending on the nature of the construction works it may be necessary to seek the permission of other statutory bodies such as SEPA, Scottish Water, Environmental Health, Licensing Board, the Fire and Rescue Service etc. where the works impact on the other legislation. Minor domestic alterations would not normally require any consultation. To reduce the consultation process timescale it is advantageous for the applicant or agent to consult with the relevant statutory bodies at the earliest point. To establish which statutory bodies will require to be consulted it is advisable to contact the Building Standards Service who will advise on the specific which bodies (if any) require to be consulted. Contact details are noted below.

WHAT HAPPENS TO MY BUILDING WARRANT AFTER SUBMISSION?

On receipt of the Building Warrant application a procedural check will be carried out to establish whether the application is valid or not. This process reviews the details within the application form; the accuracy of the fee and the suitability of the plans. Where this check identifies that the application is deemed invalid then the applicant (and if applicable the agent) will receive a letter confirming the reasons for the application being invalid. These outstanding matters require to be resolved to allow the application to be validated.

Once the application is validated it shall be allocated to a Surveyor who will assess the proposed building works against the Building Standards (Scotland) Regulations 2004 to ascertain whether the proposed works comply with the Regulations. This assessment process will review issues such as structural strength and stability, structural fire precautions, means of escape, ventilation, provision of insulation, accessibility, drainage, housing standards, etc. The time taken to deal with the application will be determined by the section's current workload, time of year and availability of staff. It is the aim of the Service to review all validated applications within 4 weeks. The acknowledgement letter issued to the applicant (and if applicable the agent) will advise of the application reference number, Surveyor processing the application and specific timescale for the application to be assessed.

Where the application complies with the Regulations the application shall be approved and issued accordingly. However, where the assessment identifies that there are areas of non-compliance within the design or areas where further information is necessary, then the applicant (and where applicable the agent) will be issued with a letter explaining the issues which require to be regularised. Once all the outstanding information has been submitted and reassessed, then the application shall be approved. A warrant is valid for 3 years from the date of its issue unless the period is extended by Building Standards following the submission of an application form and relevant fee to extend the life period of the warrant.

The construction works can only commence when the Building Warrant has been approved, otherwise the person carrying out the work may be subject to enforcement action under the Building (Scotland) Act 2003.

DO I NEED ANY OTHER PERMISSION?

As well as requiring a Building Warrant there may be other consents required as listed below:-

PLANNING PERMISSION

The Development Management Section of the Planning and Economic Development Division will provide you with advice on whether Planning Permission is required or not. Contact can be made on 01563 576790. It is very important, that the applicant ascertains whether both permissions are necessary as often you will require both Building Warrant and Planning Permission. Where works are undertaken without the necessary approval it may prove costly and wasteful if you start work without both and the Council decides to take action against you.

DISPOSAL OF EFFLUENT FROM SEPTIC TANK, SMALL SEWAGE TREATMENT WORKS OR SUDS SYSTEMS

If your proposals include taking effluent from a septic tank to a watercourse, field drain or ditch or require to install a SUDS system then you should seek approval from:-

SEPA
31 Miller Road
AYR
KA7 2AX

Telephone: (01292) 294 000

OCCUPATION OF ROAD TO DEPOSIT BUILDING MATERIALS, RUBBISH SKIPS OR ERECT SCAFFOLDING

Where it is necessary to occupy a public road or pavement to deposit building materials or rubbish skips or erect scaffolding then you should contact:-

Ayrshire Roads Alliance
The Johnnie Walker Bond
15 Strand Street
Kilmarnock KA1 1HU
Telephone: (01563) 503164

UTILITIES

Where the construction works proposed are in close proximity to, or over, any existing plant and/or equipment owned by one of the utilities, i.e. British Telecom, TRANSCO, Scottish Water, Scottish Power it is the applicants responsibility to inform these bodies of your proposals so that their approval can be obtained. Thereafter your proposals should be designed to accommodate the proposed Utilities.

WHERE TO SUBMIT THE APPLICATION

The duly completed application form, relevant fee and architectural plans should be submitted to:-

Building Standards Service

Planning and Economic Development
The Johnnie Walker Bond
15 Strand Street
Kilmarnock
KA1 1HU

Tel No : 01563 576778 / 576781

Fax No : 01563 554592

e-mail : BuildingStandards@east-ayrshire.gov.uk

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(Appendix A)

Detailed List of information to be contained within a Building Warrant Application

The information listed below details the type of architectural drawings and technical information required to be submitted for a Building Warrant application, or amendment to Building Warrant. The information List details construction work types and should be reviewed accordingly with the works proposed.

1) List for application for warrant to erect.

a) General arrangement drawings comprising:-

- a plan of the foundations, each floor and any roof
- sections through the building
- an elevation of each face of the building.

all to be at a scale not less than 1:100 (1:50 preferred), with drawings to a larger scale as necessary (1:20) to show the particulars needed to determine the application, and to show the relevant particulars set out below:-

For all buildings (but see note 1 below):

- the level of the site of the building, lowest floor, and adjacent ground (including any road), all in relation to one another and some known datum;
- the position, materials and dimensions of foundations, walls, windows (including opening area and direction of opening), doors (including direction of opening), floors, roofs, chimneys and flues, ventilators and ventilation ducts, stairs, landings and balconies, protective barriers and such other parts of the building as the Building Standards Service requests;
- details of construction including any frame and size and position of reinforcing material;
- details of calculation of loading and strength;
- indication of compartment and separating walls and floors, and details of fire stopping;
- position, materials and dimensions, including gauge or weight, of any damp-proof course or other moisture barrier;
- position of any sanitary facility or other built in equipment.
- position, materials, dimensions and form of any drainage or ventilation pipe (including the line, depth and inclination and means of ventilation of every drain and the relationship to any sewer, sewage treatment works or other outlet into which drains are to discharge).
- position, materials, dimensions and form of any traps, manholes and access openings;

- such particulars as are necessary to show that the works involved will be conducted in accordance with building regulations 13, 14 and 15.
- the position and dimensions of any lift well, lift car, machine room and platform lift.
- the escape routes available as means of escape from fire including dimensions;
- the position of any ground hydrants, fire mains, and fire appliance access;
- any supplementary information, as requested by the Building Standards Service, so as to allow an application to be properly considered, such as ground condition or fire engineering reports;

In addition, for dwellings:-

- the position and number of socket outlets and smoke alarms
- the position of automatic fire detection in residential buildings.

Notes

1. Some of the above may be presented in a written specification or may not be required where an approved certifier of design is submitted covering aspects such as the details of calculation of loading and strength. However, for complex buildings strategy diagrams for structure and fire may be required even where an approved certifier of design is used.
2. Each drawing must have a unique reference number, to identify the drawing.

b) A block plan to a scale not less than 1:1250 (1:500 preferred) to show:

- the size and position of the building, and any adjoining building as it affects the proposal;
- a north point;
- the position, width and level (in relation to some known datum) of any road, court or footway adjoining the building or from which there is access to the building;
- the boundaries of land in different occupation and any notional boundaries needed to determine compliance with the standards;

c) Where the site is not identifiable from the block plan referred to above, a location plan to show:

- the position of the site in relation to nearby Roads, to a scale not less than 1:2500 (1:1250 preferred), and including a north point.

2) List for application for warrant to extend

Plans and specifications, as detailed in 1 above, of the extension and of the building so far as it is affected by the extension. The drawings must be coloured or shaded to the extent necessary to identify new work, materials used, downtakings etc.

3) List for application for warrant to alter, to convert, or to provide services, fittings or equipment

Architectural drawings and specifications, as detailed in 1 above, but only so far as is necessary to show that the building after the proposed alteration, conversion or fixture will comply with the building regulations. The drawings must be coloured or shaded to the extent necessary to identify new work, materials used, downtakings etc. An assessment of the existing structure may be required by a Structural Engineer if the proposed work is reliant on it for compliance e.g. if loads are significantly changed.

4) List for application for Warrant to Demolish

- A block plan, to a scale not less than 1:500 showing the size and position of the building to be demolished and its relationship to adjoining buildings and boundaries of land in different occupation.
- Particulars appropriate to show that the work involved will meet the requirements of building regulations 10 and 13 to 15.
- If the building is not to be demolished in a continuous operation, the dismantled stages in which it will be left.

5) List for application to amend any warrant under section 9(4) or 9(5) of the 2003 Act.

Plans and specifications, as detailed in 1 above, but only so far as is necessary to show the further information required or the proposed amendment.

In the case of an amendment to previously certified design the information supplied should be sufficient to allow the verifier to clearly identify the scope of any certified work, to allow any necessary consultation with other authorities and to assist any site inspection the verifier may wish to make.

6) Supplementary Information

This part of the schedule covers details such as requiring dimensions to be figured, plans to be drawn in a clear and intelligible manner and the requirement for plans to have a reference number.

Building Standards Service

Notes for Guidance:- Building Warrant Fee Advice Note

(Appendix B)

[Building Warrant Fee Advice Note Building \(Scotland\) Act 2003](#)



East Ayrshire
COUNCIL