



**BUILDING (PROCEDURE) (SCOTLAND) REGULATIONS 2004**

**Application for Temporary Occupation or Use**

Application under Section 21 for permission to occupy or use a building prior to the acceptance of a completion certificate for that building

**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. Extent of Occupation**

Is whole of building to be occupied or used?  
YES

NO

If NO, please state part of building to be occupied or use

.....

### 5. Previous Applications

Has a previous application for temporary occupation or use been granted? YES  NO

If YES, please give details .....

Date authorisation give .....

Date authorisation expires .....

### 6. Length of Temporary Occupation

Period of temporary occupation requested:- from..... [enter date] to .....[outer date]

### 7. Reason for Application

Please state why you wish the above building to be temporarily occupied before a completion certificate has been submitted and approved.

.....  
.....

### 8. Declaration

I/We\* apply for temporary occupation or use of the building as detailed above.

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

\* Delete as appropriate

### 9. Contact Address

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)

#### WARNING

This permission does not exempt you from obtaining any other types of permission that may be necessary before the building is used, such as planning permission or licensing.

