

Summary of Search Procedures

The Building Warrant Search Procedure has been reviewed to ensure that the service delivered from Building Standards is consistent. The BSP9 process covers the follows areas:-

- A) A search to establish what Building Warrants Consents have been submitted/determined on a site;**
- B) Viewing Building Warrants and;**
- C) Copy of Building Warrants and;**
- D) Requests for Plans;**
- E) Additional Plans**

The detailed procedure is noted below:-

A) Search to establish what Building Warrants have been determined on a site;

Note that Building Standards Online Register is available for members of the public to carry out their **own** search for application numbers/details without a charge as detailed in (B) below. However, where the applicant makes a written request on the prescribed form and submits the appropriate fee for a search to be carried out the following applies;

Building Standards Where building warrant number is not known, the Technical Administrator for Building Standards will carry out the search in accordance with the charges noted below.

Search charges for each service are noted in the [Building Warrant other fees and services](#) webpage.

1] Full search of Registers from 1975 to present day - The applicant will be provided with a response detailing the outcome of the Building Warrant Search.

B) Viewing Building Warrants;

Where the applicant provides a copy of the Building Warrant application number(s)*:-

On receipt of a verbal request to view a historic Building Warrant and/or Completion Certificate and the application number is provided the Technical Administrator must ensure that the person making the request completes **a BSP18 Application to view information held in part 2 of the Building Standards Register for Domestic or Non Domestic Buildings**. The Technical Administrator shall record a search request in uniform. Building Warrants can only be viewed by an "interested party" defined as "the current (or prospective) owner, occupier or tenant" having completed the BSP18 Form. All requests must be cleared with a Team Leader. Where the request is valid the Building Warrant(s) is/are retrieved from filing system by Technical Administrator. **No Fee** is required for retrieving file to **view only**. The file will be passed onto a Building Standards Surveyor who will advise the applicant of the date and time that the application can be viewed. The Building Standards Surveyor must ensure that the documentation is not left unsupervised with the applicant nor removed from the office. Live applications are processed in accordance with BSP3.

C) Copy of Building Warrants

If a search is requested to find the relevant consents, the fee as per the charges on the '[Building Standards other Fee and Services](#)' is applicable. The Building Standards search carried out is relevant to a single property address. Where searches are requested for multiple property addresses the fee as outlined in the "Building Standards other Fee and Services" may be multiplied by the number of properties that the applicant wishes searches to be carried out on. This will be referred to the Team Leader or Technical Support Manager who shall review the circumstances and decide on an appropriate fee. For **every** application/warrant consent to be copied, charges apply within the 'Building Standards other Fee and Services' for each service as noted below:-

Building Standards

Building Warrant/Completion Certificate (no plan)*
(Only available to Applicant/Agent/Owner/Interested Party)

In circumstances where the applicant/agent can demonstrate that the **recently approved** Building Warrant or Completion Certificate has not been delivered by post and the documentation is lost out with the control of the applicant/agent this matter will be referred to the Team Leader who shall review the circumstances and decide whether copies can be provided free of charge.

D) Requests for Copy of Architectural Plans or Technical Reports

Under the Copyright Legislation copies of the drawings or other technical reports cannot be passed on to a third party without the written consent from the Architect. Where the application was submitted by a third party who had not registered as an Architect/Agent the ownership of the drawing lies with the original applicant and their written permission is required to copy the drawings.

Building Standards Up to five individual plans larger than A3 * Additional copies (over 5)

**Only available to owner or other interested party with written consent of the architect provided under Copyright legislation. Where the Architect is no longer practising then the legal ownership of the plans will revert to the building owner.*

Where copies of plans are requested under Section D a charge will apply as detailed within the '[Building Standards other Fee and Services](#)'.

E) Additional Copies of Architectural Plans

Where additional copies of Architectural drawings are necessary 5 Architectural drawings can be copied under one fee as outlined in the '[Building Standards other Fee and Services](#)'. Where additional copies of Architectural drawings beyond 5 are requested then these will be charged as outlined in the 'Building Standards Fee and Services' per copy and subject to the copyright laws noted in D) above.

NOTE

Where circumstances identify minor amendments to the above procedure any deviations **must** be agreed by the Team Leader.