

# BSP9 Building Warrant Documentation Search Procedure

## Summary of Search Procedures

The Building Warrant and Planning Approval Search Procedures have been reviewed to ensure that the service delivered from both Building Standards and Development Management is consistent. The BSP9 process covers the follows areas:-

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

The detailed procedure is noted below:-

### A) Search to establish what Planning Permission and/or Building Warrants Consents have been determined on a site;

Note that both Building Warrant and Planning Application manual registers as well as the Building Standards Register and [Online Planning Simple Search](#) are 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 not known, the Building Standards Admin officer will carry out the search in accordance with the charges noted below.

**Development Management** Where planning application number not known, the Planning Administrators will carry out the search. in accordance with the charges noted below.

Search charges for each service are noted in the ["Charging Matrix"](#)

**1] Full search of Registers from 1975 to present day** - The applicant will be provided with a letter detailing the outcome of the Planning Search or Building Warrant search. If an applicant requests a full search for both a Planning & Building Warrant history then a combined fee is applicable.

### B) Viewing Planning Consents and/or Building Warrants; Where the applicant provides a copy of the Building Warrant/Planning application number(s)\*:-

#### Building Standards

On receipt of a verbal request to view a historic Building Warrant and/or Completion Certificate and the application number is provided the BS Administration Officer 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.** [Building Standards Admin Officer 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 Building Standards Admin officer. **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.

### **Development Management**

Planning Administrators will retrieve the planning application from the filing system. No fee is applicable to view the planning permission package. Planning Administrators sorts out planning application forms/plans/decision notice/committee report and passes to Receptionist. The Receptionist must count the documents "out" and "back" from the customer.

***\*Where the application number is not known a search fee is required before documents are looked out unless the application is a live application subject to the Building Standards or Planning process.***

### **C) Copy of Building Warrants and/or Planning Consents**

If a search is requested to find the relevant consents, the fee as per the "[Charging Matrix](#)" above 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 "[Charging Matrix](#)" 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 Operations Manager who shall review the circumstances and decide on an appropriate fee. For **every** application/warrant consent to be copied, **charges apply within the "[Charging Matrix](#)"** for each service as noted below:-

#### **Building Standards**

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

#### **Development Management**

Planning Application form/Decision Notice/A4 and Location Plan\*  
(Plan available to all, subject to not being used for commercial gain)

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 outwith the control of the applicant/agent this matter will be referred to the Team Leader or Operations Manger 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. However, the Planning Legislation does allow copy of plans to view at the neighbour notification stage in the proviso that the plans are not used for commercial gain.

**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.*

**Development Management** Up to five individual plans\*

*\*Plans available to all parties through the Planning Legislation, subject to not being used for commercial gain*

Where copies of plans are requested under Section D a charge will apply as detailed within the [“Charging Matrix”](#).

**E) Additional Copies of Architectural Plans**

Where additional copies of Architectural drawings are necessary 6 Architectural drawings can be copied under one fee as outlined in the [“Charging Matrix”](#). Where additional copies of Architectural drawings beyond 5 are requested then these will be charged as outlined in the [“Charging Matrix”](#) 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 Operations Manager.