

Building (Scotland) Act 2003



Application for Amendment of Building Warrant

Application under Section 9 to amend a Building Warrant. Applicants **MUST** complete all parts of application form.

Please note it is cheaper, faster and simpler to submit an Amendment to Building Warrant Submission electronically via <http://www.ebuildingstandards.scot>

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) AGENT (if any)

Name

Property Nos/Name

Street Name

Town

Post Code

Tel. No. (Home)

Tel. No. (Business)

e-mail

c) OWNER (if different from applicant) (see note 1)

Name

Property Nos/Name

Street Name

Town

Post Code

Tel. No. (Home)

Tel. No. (Business)

Fax No.

e-mail

Please note an email address should be provided.

2. Details of Building Warrant

Date of Building Warrant

Reference number of Warrant.....

3. Address of Property for which Warrant has been Granted.

Property Nos/Name

Street Name

Town

Post Code

4. Amendments to Construction

What changes do you wish to make to the proposals for which warrant was granted?

.....
.....

5. Staged Warrant

Yes No

a) For which stages does the local authority require further information?

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

b) For which stage are you now applying for amendment of Warrant(s):
(please tick box)

NEW BUILD WORKS

Foundations

Substructure

Underground Drainage System

Superstructure, excluding the stages specified below

External wall cladding or internal walls or their linings

Roof

Installation of service lift, escalator, electrical, ventilation, heating or plumbing system.

DEMOLITION WORKS

Isolation and removal of services, fixtures and fittings

Isolation and protection of adjacent structures

Structures

Other stages as defined below

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

6. Amendments which alter intended use of an existing building

Please state if this results in a conversion in terms of the regulations (see annex 1) Yes No

7. Value of works after amendment

How does the proposed amendment alter the estimated value of works?

Value as agreed at registration £.....

Amended value £.....

(Please note that the verifier may seek evidence for this figure, and make comparisons with established independent indices of building costs).

8. Certificate of Design

Do any certificates from approved certifiers of design accompany this application for amendment?

Yes No

If yes see annex 2

9. Declaration

I/We* apply for amendment of building warrant in accordance with the details supplied above and with any necessary accompanying information (including drawings, and specifications).

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

Dated

*Delete as appropriate

PRIVACY NOTICE

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

10. Contact Address

Building Standards Service
Planning and Economic Development
East Ayrshire Council
The Opera House
8 John Finnie Street
Kilmarnock, KA1 1DD
Tel : 01563 576790
e-mail: BuildingStandards@east-ayrshire.gov.uk

WARNING

Please note that the approval of amendment to building warrant:-

- 1) does not remove the need to obtain other types of permission that may be necessary, such as amended planning permission or listed building consent. Consult the Planning Service if in doubt; and
- 2) does not alter the original period of validity of the warrant. To extend the life of a warrant beyond 3 years from date of approval of the original building warrant an application to extend the period of validity of building warrant must be submitted and accepted by the verifier.

NOTES

1. Any applicant aggrieved by the decision of a verifier to refuse to grant a warrant may, within 21 days of the date of the decision, appeal to the sheriff by way of summary application.
2. To align with the Councils Transformation Strategy the Planning and Building Standards Service will deliver a fully electronic Service from the 3rd June 2019. The transformation of the Service to a fully digital platform will have an impact on all Service users as applications submitted in paper format will be subject to an additional administration charge. These charges are in addition to the statutory Building Warrant application fee submissions are as follows:-

Application value up to £50,000:	£25
Application value between £50,001 and £1,000,000	£50
Application value above £1,000,001	£100

There will be no additional admin charge for those Building warrant applications submitted online.

ANNEX 1 – CONVERSION

Any change in the occupation or use of a building which falls into one of the following descriptions is considered a conversion to which the building regulations apply

Change in the occupation or use of –

1. a building to create a dwelling or dwellings or a part thereof
2. a building ancillary to a dwelling to increase the area of human occupation
3. a building which alters the number of dwellings in a building
4. a domestic building to any other type of building
5. a residential building to any other type of building
6. a residential building which involve a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increase the number of people occupying, or expected to occupy, the building
7. a building so that it becomes a residential building
8. an exempt building (in terms of schedule 1) to a building which is not so exempt
9. a building to allow access by the public where previously there was none
10. a building to accommodate parts in different occupation where previously it was not so occupied.

ANNEX 2 - CERTIFICATES FROM APPROVED CERTIFIERS OF DESIGN

If you are providing any certificates from approved certifiers of design with this application, please list reference numbers of any certificates from approved certifiers of design, and attach the signed certificates to this application

Ref No:

Ref No:

Ref No:

If you intend to provide any certificates from approved certifiers of design after you have made this application, please list details of the certification scheme and approved certifier of design

Scheme(s)

Please list approved certifiers of design details

Name of certifier

Registration number

Name of approved body

Registration number

Important Note

1. A Certificate must be signed by a certifier fully approved to issue certificates for the matters concerned on the date the certificate was signed.

NOTE: If after giving notice of intent to provide a certificate from an approved certifier of design the certificate is not provided to support this application, the amount of fee discounted requires to be paid to the verifier and may delay the granting of the building warrant.

ANNEX 3 - CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION

Please list the certification schemes for which you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission

Scheme(s)

[If known] Please list approved certifier of construction details

Name of certifier

Registration number

Name of approved body

Registration number

Include work types - if applicable to Scheme(s)

Important Notes

1. If the intention to provide a certificate from an approved certifier of construction is not declared on this form, this does not preclude a certificate subsequently being provided with the completion certificate submission.
2. Any person intending to use an approved certifier of construction should check the current status of known firms by using the Certification Register available at www.scotland.gov.uk/bsd
3. Work types for certificates of construction are as below:

Work types apply to the 'drainage, heating and plumbing' scheme and include

- Above ground drainage
- Air source heat pumps
- Below ground drainage
- Biomass boiler installations
- Electrical work to BS 7671 relating to drainage, heating and plumbing
- Gas installations over 70kW output
- Gas installations up to 70kW input
- Ground source heat pumps
- Oil installations up to 45kW output
- Solar thermal panels
- Solid fuel installations up to 50kW output
- Unvented hot water cylinder

Note - If after giving notice of intent to use a certifier of construction a certificate from an approved certifier is not provided with the completion certificate submission, the amount of fee discounted requires to be paid to the verifier and may delay the acceptance of the completion certificate by the verifier.

If you require this information in an alternative format; for example large print, (or audio) please contact the Building Standards Section at the following address. This application form is also available from the Planning and Building Standards Online link on the Council's web site www.east-ayrshire.gov.uk should you wish to utilise specialist software.