

# Building Warrant Application

## Building (Scotland) Act 2003

Application under section 9 for a warrant to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building. Where the application relates to a staged Building Warrant the first stage should be submitted on this form. All other stages require to be submitted on the Amendment to Building Warrant form. All parts of the application form **MUST** be completed as required.

Please note it is cheaper, faster and simpler to submit a 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) DULY AUTHORISED AGENT (if any)

Name .....

Property Nos/Name .....

Street Name .....

Town .....

Post Code .....

Tel. No. (Home) .....

Tel. No. (Business) .....

e-mail .....

Please note an email address should be provided.

#### 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 .....

### 2. Location of Building or Site to which the Application relates to

Property Nos/Name .....

Street Name .....

Town .....

Post Code .....

#### b) PURPOSE FOR WHICH WARRANT IS SOUGHT

Nature of proposed operations

(Please tick box)

  
  


Erection  
 Extension  
 Conversion

  
  


Alteration  
 Demolition  
 Provision of Services

**c) DESCRIPTION OF PROPOSED WORK**

Please give brief description of work, and state whether it is to construct (erect, extend, or alter) and/or convert; provide services, fittings or equipment; or demolish –

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

**d) APPLICATION FOR DEMOLITION**

If the application is for, or includes, the demolition of a building please state the period of time that the demolition works will be completed within:- .....weeks .....months

**e) ESTIMATED VALUE OF WORKS**

£.....

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

**f) USE(S) OF BUILDING**

If new building or an extension, please state proposed use:- .....

(If existing building) Please state (See Annex 4)

1. Current use .....

2. Proposed use .....

Is this a conversion in terms of the regulations? (see Annex 1) Yes  No

(If YES) please state which description of conversion applies

.....

**3. Security Matters**

Do you consider any part of your proposals should not be open to public inspection on the building standards register? (see note 4).

Yes  No

(If yes, the verifier will decide with you the extent of the restrictions)

**4. Limited Life Building**

Yes  No

If the intended life of the building is to be five years or less from the date of completion, please state ..... years. (Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life.)

**5. Fire Authority**

If the enforcing authority for the building (under Section 61(9) of the Fire (Scotland) Act 2005 as amended) is not the Fire and Rescue Service please state the fire authority:-

.....

**6. Planning : Listed Buildings**

Yes  No

If the application concerns buildings listed as being of special architectural or historic interest or in a conservation area please state category:-

A  B  C

(If in doubt, the Planning Authority can advise)

Please state if the building has any other historical importance. (e.g. association with significant historical person or event)

**7. Relaxation Direction**

Yes  No

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers please state reference number ..... and date .....

**8. Staged Warrant**

Yes  No

If a staged warrant is required, please indicate which stage(s) you are applying for. (Please tick box) Stage applications should be agreed with the verifier.

**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.

NOTE: The Council may grant a warrant, on condition that you provide them with further details before any of the remaining stages of construction are commented.

**9. Notices**

Please indicate if this application is as the result of any of the following notices and if so state reference number and date.

Building regulation compliance notice .....date.....

Building warrant enforcement notice .....date.....

Defective building notice .....date.....

Is the building subject to any Dangerous Building Notice? YES  NO

If YES, state reference number .....date.....

**DEMOLITION WORKS**

Isolation and removal of services, fixtures and fittings

Isolation and protection of adjacent structures

Structures

Other stages as defined below

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

**10. Certificates of Design**

Do any certificates from approved certifiers of design accompany this application? (If YES see Annex 2)

YES  NO

**11. Certificates of Construction**

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission? (If YES see Annex 3)

YES  NO

**12. STAS Approval**

Is any part of the proposed works the subject of a Type or System Approval under the Scottish Type Approval Scheme (STAS)

Type Approval YES  NO   
System Approval YES  NO   
Certificate No. ....

**13. State of Work**

Has the work which is the subject of this application already started?

YES  NO

State what works have already commenced .....

(if YES, see note 2) .....

Has the work which is the subject of this application been completed?

YES  NO

(if YES, see note 3)

**14. Sustainability (For Warrants related to the construction of new buildings only)**

Have the proposals been designed to achieve any of the optional higher levels as contained in guidance within section 7 of the Technical Hand Books? (If yes, see Annex 5)

YES  NO

**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.

## **15. Declaration**

I/We\* apply for a building warrant and declare:-

1. That the work will be carried out in accordance with building regulations, and in accordance with the details supplied above and any necessary accompanying information (including annexes to this application, drawings, and specifications). (see note 6.)
2. I am/we\* are the owner of the building/That the owner of the building is aware of this application\*
3. [When the warrant involves a specified conversion] That after the conversion the building as converted will comply with building regulations\*

Signed ..... [applicant/duly authorised agent\*] (see note 7)

Dated .....

\*Delete as appropriate

## **16. Contact Address**

Address to which you should send applications

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](mailto:BuildingStandards@east-ayrshire.gov.uk)

## **NOTES**

1. The name and address of the owner is required as the Act requires the owner to be informed if a building warrant is granted.
2. If work has started, the regulations which apply are those at the date of this application, and the fee to be paid will be 200% of the fee in the tables of fees. Disruptive surveys may be needed to establish what has been constructed.
3. If the works have been completed an application for warrant is not appropriate and a completion certificate under the terms of Section 17(4) of the Building (Scotland) Act 2003 should be submitted.
4. Security Matters. Subject to the exceptions below, details of applications are made public in accordance with the procedural regulations, with information on the application available on-line, and drawings etc, available for copy or inspection at local authority premises. The first exception relates to non-residential buildings and applies where the applicant wishes to ensure that certain details or documents are not made available for inspection or copying, because they would raise security concerns. Details agreed between the verifier and the applicant will be withheld unless the owner of the building gives written permission for them to be released. Thus parts of applications for buildings such as banks may only be available for inspection or copying with the owners written permission. The second exception to general disclosure is that the inspection or copying of residential building plans is restricted to owners, occupiers or tenants, or prospective owners, occupiers or tenants of the relevant building or an adjoining building. There will thus normally be no need to further restrict access to any details in relation to residential buildings. The Building Standards register will however hold all the documents that were necessary to establish approval of warrant.

5. Guidance on certificates from approved certifiers, and the drawings and other information that should accompany this application is given in the paragraphs at 3.2 in the Procedural Handbook issued by the Building Standards Division. This is available at:- [www.scotland.gov.uk/bsd](http://www.scotland.gov.uk/bsd)
6. Note that this includes a commitment to meet the requirements of regulations 13 to 15, which set requirements for how the public will be protected from the activities on site.
7. Even where signed by an agent, it is the applicant that is declaring that the work will be done in accordance with the regulations and details of application.
8. Where full information is not available, the verifier may decide to grant a warrant on condition that you provide further details before certain stages of work commence on site. The stages must be agreed with the verifier.
9. Any applicant aggrieved by the decision of a verifier to refuse a warrant may, within 21 days of the date of the decision, appeal to the sheriff by way of summary application.
10. To align with the Councils Transformation Strategy the Planning and Building Standards Service will deliver a fully electronic Service from the 3<sup>rd</sup> 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, Amendment to Building warrant and Completion Certificate applications submitted online.

#### WARNING

A building warrant does not exempt you from obtaining other types of permission that may be necessary, such as planning permission or listed building consent. Consult the Planning Service if in doubt.

### 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 involves a significant alteration of the characteristics of the persons who occupy, or will occupy, the building, or which significantly increases 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. The Certificates must be signed by certifiers fully approved to issue certificates for the matters certified 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:-

Important Notes.

1. From the 4 January 2009, when notice is given on the application for building warrant of the intention to provide a certificate from an approved certifier of construction to accompany the completion certificate submission, the applicant is entitled to a discount on the fee.
2. 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 completion certificate submission.
3. 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](http://www.scotland.gov.uk/bsd)

**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 certifier and may delay the acceptance of the completion certificate by the verifier.**

### Annex 4

Building Standards Uses:-

The uses noted below have been extracted from Building Standards (Scotland) Regulations 2004 and should be added to the application where the building is new or being extended:-

- |                                     |   |
|-------------------------------------|---|
| - Brownfield Site                   | - Residential Building                                |
| - Greenfield Site                   | (Other than a Residential Care Building and Hospital) |
| - Domestic Flats and/or Maisonettes | - Residential Care Building                           |
| - Domestic Dwellinghouses           | - Shop  |
| - Assembly                          | - Storage Building (Class 1)                          |
| - Entertainment Building            | - Storage Building (Class 2)                          |
| - Hospital                          | - Factory (Class 1)                                   |
| - Office                            | - Factory (Class 2)                                   |
| - Open sided Car Park               |   |



**Annex 5****SUSTAINABILITY**

In the table below, please indicate with an 'X' which aspects of the building have been designed to achieve a higher level of sustainability as defined in Section 7 of the Technical Handbooks.

	Bronze Active	Silver	Silver Active	Gold	Platinum
Carbon dioxide emissions	N/A		N/A		N/A
Energy for space heating (domestic only)					
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability & flexibility (domestic only)					
Well-being & security (domestic only)					
Material use & waste (domestic only)					

Where this application related to municipal buildings, please state which buildings the higher aspects relate to :

Address of building(s) –

**Important Note :** Where this application is for municipal buildings which have been designed to achieve different levels of sustainability in Section 7 then a separate table will be needed for each building or group of buildings to which each level relates.

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](http://www.east-ayrshire.gov.uk) should you wish to utilise specialist software.