



APPLICATION FOR BUILDING WARRANT

Building (Scotland) Act 2003, Section 9

Please complete in **BLOCK LETTERS**

The appropriate fee must accompany this application.

For Official Use Only	
Ref No	_____
Fee	_____
Date Paid	_____
Receipt No	_____

Use this form to apply for Building Warrant, to construct, demolish or convert a building, or to provide services, fittings or equipment in or in connection with a building.

When complete return to address shown on the rear of this form (Section 20).

1 Name and Address of Applicant

Name _____

Address _____

Post Code _____

Tel No _____ Fax No _____ E-mail _____

2 Name and Address of Agent (if any)

Name _____

Address _____

Post Code _____

Tel No _____ Fax No _____ E-mail _____

3 Name and Address of Owner (if different from applicant) (see note 1)

Name _____

Address _____

Post Code _____

Tel No _____ Fax No _____ E-mail _____

4 Location or Address of building or site to which the application relates

Address _____

Post Code _____

5 Detail the use of the building / conversion

- 5.1 In the case of an existing building please state the current use? _____
- 5.2 For either a new or existing building, what is the proposed use? _____
- 5.3 Do the proposals involve a conversion in terms of the regulations? (see annex 1) YES / NO*
- 5.4 If yes, please specify which conversion applies (i.e. state number using the list in annex 1) _____

6 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:

7 Current State of Work

7.1 Has work on this development already started? (If yes see note 2) YES / NO*

7.2 Has work on this development already been completed? (If yes see note 3) YES / NO*

8 Staged Warrants

If you wish the application to be staged, this must first be agreed with the Verifier. Please indicate the stage(s) you are requesting:

9 Applications for Demolition

If the application is for, or includes, demolition of a building please state the period of time that the demolition works will be completed within _____ Weeks/ Months*

10 Limited-life buildings

This section applies if the intended life of the building is to be five years or less, from the date of completion.

Please state the intended life _____ Years.

(Less onerous requirements may apply. The warrant will include a condition requiring removal at the end of the stated intended life).

11 Fire Authority (applies to Crown Building applications only)

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

12 Planning – listed buildings

12.1 If the application concerns a buildings listed as being of special architectural or historic interest, or if it is situated in a conservation area (If in doubt, the planning authority can advise)

Please state category of listing _____

12.2 Does the building have any other historical importance? (e.g. association with significant historical person or event)

Please specify _____

13 Have you obtained a Relaxation Direction for this proposal?

If the proposed work is the subject of a relaxation direction given by the Scottish Ministers

please state reference number _____ and date of approval _____

14 Notices

Please indicate if this application is as the result of any of the following notices, and if so give the reference number		Reference Number
Building regulations compliance notice	Yes / No*	
Building warrant enforcement notice	Yes / No*	
Defective buildings notice	Yes / No*	
Dangerous building notice	Yes / No*	

*delete as appropriate

15 Estimated value of works

Please note that this figure must reflect the true value of the works using the normal market costs rather than any discounted costs. The verifier (the Council) may seek evidence for this figure, and make comparisons with established independent indices of building costs.

The cost of operations (excluding the VAT element) is £ _____

16 Certificates of design

Do any certificates from approved certifiers of design accompany this application? YES / NO*

(If YES, please read annex 2 carefully and discount fee by 10% for each certificate submitted)

17 Certificates of construction

Do you intend to use an approved certifier of construction and provide a certificate to accompany the completion certificate submission? YES/NO*

(If YES, please read annex 3 carefully and discount fee by 1%)

18 Sustainability

(For 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 Handbooks? (If YES, see annex 4) YES / NO*

Security Matters

Subject to the restrictions below, details of applications are made public in accordance with the procedural regulations, with information on the application available online, and drawings etc. available for copy or inspection at local authority premises. The local authority may remove documents from the register if they are satisfied there are genuine security concerns. For those documents on the register there are also restrictions on their copying. The first restriction relates to non-residential buildings, prisons, a building where a person may be legally detained or otherwise held in custody, the Scottish Parliament or the Royal Private Estate and applies where the applicant has confirmed the disclosure or copying 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 with the owner's written permission. The second restriction relates to all other residential buildings and copying 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.

Do you consider any part of your proposals should not be open to public inspection on the building standards register? YES
NO

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

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

Please list reference numbers of any certificates from approved certifiers of design which relate to this application, and attach the original signed certificates to this application –

Certificate number	Certificate number

Important Note: The Certificates must be original documents and must be signed by certifiers who are fully approved, on the date that the certificate was signed, to issue certificates for the matters certified.
Please note that a 10% discount should be applied to the fee for each certificate submitted with the application.

ANNEX 3 - CERTIFICATES FROM APPROVED CERTIFIERS OF CONSTRUCTION

At present, April 2011, there is only one certification of construction scheme approved by the Scottish Government. This scheme is provided by SELECT and NICEIC Group Ltd for Electrical Installations to BS7671. Details of the scheme can be found on the Building Standards Division website (www.sbsa.gov.uk)

By answering yes to question 17:

- I. You are committed to use an electrical contractor who is a certifier of construction, under this scheme, to undertake the electrical installation and to submit a **certificate of construction** (not a BS7671 certificate) along with your completion certificate.
- II. As of 4 January 2009, a 1% discount **should be applied to the building warrant fee**
- III. 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 however you will not be eligible for a refund or discount in retrospect.

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.sbsa.gov.uk

NOTE: If you receive a discount as a result of answering yes to question 17 and you subsequently do not submit a certificate of construction along with your completion certificate, you will be required to repay this discount and your completion certificate submission will not be considered until this payment has been made.

ANNEX 4 - 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					
Energy for space heating (domestic only)	Not applicable		Not applicable		Not applicable
Energy for water heating (domestic only)					
Water use efficiency (domestic only)					
Optimising performance (domestic only)					
Adaptability and flexibility (domestic only)					
Well-being and security (domestic only)					
Material use and waste (domestic only)					

Where this application relates to multiple buildings, please state which buildings the higher aspects relate to. Address(es):

Important Note: Where this application is for multiple 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.

Notes

It is strongly recommended that you make reference to these notes where directed in the application form.

- 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 25% higher because the verifier will require to inspect the work. 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 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.sbsa.gov.uk
- 5 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.
- 6 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.
- 7 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.
- 8 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.

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 local authority if in doubt.

19 Declaration (tick boxes then sign)

Your application cannot be registered until all these documents and the fee are received

- I enclose 2 sets of the necessary plans and specifications (see note 4)
- I confirm that the estimated cost of works is a true reflection of the value of the development (excluding VAT)
- I enclose the statutory fee (with any discount applied)
- I enclose all certificates of design (where applicable)
- I confirm that the owner of the building is aware of this application

I/We* apply for a building warrant and declare –

- i 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 5)
- ii that I am/we are* the owner of the building / that the owner of the building is aware of this application.*
- iii [where the warrant involves a specified conversion] that after the conversion the building as converted will comply with building regulations.*

*delete as appropriate

Signed _____ (applicant/duly authorised agent*)(see note 6) Date _____

20 Address to which you should send this application

Building Standards
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

If you have any questions regarding the submission of an application for building warrant, you can contact us by any of the following methods:

Telephone: 01738 475300 - Fax: 01738 475310 - E-mail: Buildingstandards@pkc.gov.uk

Data Protection Act 1998 – Article 10 Notice

The information provided by you and by other relevant parties will be used to help determine whether the Extension to Warrant should be issued. Your application will be processed by employees of Perth and Kinross Council in consultation with other service providers as appropriate. The completed application form and any other information you provide will be held on the Council's Register and will be available for public inspection. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth and Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Executive Director (Environment), Pullar House, 35 Kinnoull Street, PERTH PH1 5GD.

If you or someone you know would like a copy of this document in another language or format, this can be arranged by contacting Evelyn Brodie on 01738 475331

اگر آپ کے کسی جاننے والے کو اس دستاویز کی نقل کسی دوسری زبان یا شکل میں درکار ہو، (کبھی کبھی یہ دستاویز کے ترجمے کا خلاصہ ہی پیش کیا جائے گا)، اس کا انتظام **01738 475331** پر **Evelyn Brodie** سے رابطہ کر کے کیا جا سکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡

Evelyn Brodie 01738 475331

來替你安排。