

## Summary of Procedures After a Building Warrant is Issued

- You must **not** start work until such time as you receive your building warrant - to do so is an offence under the Building (Scotland) Act 2003.
- A Construction Compliance & Notification Plan (CCNP) is issued with the Building Warrant approval. This specifies the stages in the construction process when you **must** make arrangements with us to undertake an inspection. Please allow a minimum of 3 working days when arranging inspections.
- The CCNP will include a requirement to submit the Commencement Notice which will be sent out with the building warrant approval. It is important that you complete this and return it to us within 7 days of work starting.
- You should always employ a suitably qualified independent person to oversee your development as this is not the remit of Building Standards and is not the purpose of the CCNP.
- If the design or specification is to be altered from the approved plan, you must first obtain an amendment to warrant. This avoids the risk of falling into conflict with the regulations.
- Remember a building warrant is only valid for **3 years**.
- You or your appointed agent, are required to sign the Completion Certificate (issued with the warrant) which declares that the work is fully complete. This should be submitted and approved by us before occupation in most cases.
- If you are building over or in close proximity to any of the public utilities, you are responsible for obtaining any additional consent required.
- More detailed guidance will be issued with the building warrant approval.

## Further Advice and Guidance on Making a Warrant Application

Building Standards staff can advise on whether or not your proposals will require a building warrant and on matters relating to compliance with building regulations. We cannot design your building for you, that is a job for an architect or similar professional designer. Please refer to our website for additional advice and guidance as well as links to forms and legislation.

## Contacting Building Standards

**By Post** Building Standards  
The Environment Service  
Perth & Kinross Council  
Pullar House  
35 Kinnoull Street  
PERTH  
PH1 5GD

**Tel** 01738 475300  
**Fax** 01738 475310  
**Email** BuildingStandards@pkc.gov.uk

## Further Information on the Scottish Building Standards System

The Scottish Government website contains full details of the Scottish Building Standards system including the technical standards, associated legislation and guidance documents which is freely available to view and download:

[www.gov.scot/bsd](http://www.gov.scot/bsd)

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

(PKC Design Team - 2015952)

# Building Standards

## Information to service users



# How to Submit an Application for Building Warrant and Information on How the Warrant will be Processed

Please read this leaflet carefully as the information will assist you in ensuring the application you submit is complete.

Providing a fully complete application will help in reducing the time it will take us to assess your application.

Please be aware that it is an offence to start work without having a warrant approval.

## How to Make an Application for Building Warrant

You must always include the following to make a competent application for building warrant.

### 1 A fully completed and signed application form

The forms are available from the reception at Pullar House or by downloading from our website:

[www.pkc.gov.uk/buildingstandards](http://www.pkc.gov.uk/buildingstandards)

### 2 The correct fee

The fee list is also available from Pullar House reception and from the website.

The fee is based on the value of the work (excluding VAT). The value must be calculated on the current building cost index, not any reduced cost, ie DIY or a "homer".

Your fee will be discounted if your application includes Certificates of Design and/or you confirm you will employ Certifiers of Construction (full details can be found on the Scottish Government website [www.gov.scot/bsd](http://www.gov.scot/bsd) by clicking on the certification link.)

### 3 Two sets of plans and associated specifications and details

It is essential that the plans and supporting specifications are detailed enough to show compliance with all aspects of the Technical Standards.

The plans must be to a metric scale.

The plans must be permanent so cannot be drawn in pencil.

One set of plans should be coloured.

We cannot accept plans submitted either on disc or electronically (this is due to be available from 24 August 2016).

The list in 3.1 details the plans that are required, dependant on the nature of the application - if you are in any doubt please phone to discuss.

### 3.1 Plans to be submitted (as appropriate and relevant to the development)

- **Location Plan** - detailed enough to identify where the building is located. Scale 1:1250 in urban settings and 1:2500 for rural areas.
- **Block Plan** - detailed enough to show position of building relative to boundaries and to include floor and ground levels. Scale 1:500.
- **Foundation and Drainage Plan** - include invert levels and ground levels. Scale 1:50.
- **Floor Plans** - each storey. Scale 1:50.
- **Cross Sections** through the building. Scale 1:50.
- **Elevations** of each face of the building. Scale 1:50.
- **Roof Plan** - Scale 1:50.
- **Full Structural Details** together with either a Certificate of Design (SER certificate) or structural calculations.

**Providing an SER Certificate will help speed up the assessment process and give a discount on the warrant fee.**

*For minor works where no engineer is involved, provide sufficient structural details to show compliance with Section 1 of the Technical Standards.*

### 3.2 Specification on plans to include sufficient information to show compliance with the Technical Standards

Include for example electrical installation, damp proofing, sanitary fittings, ventilation, thermal insulation, etc.

### 3.3 Associated information - as relevant

- Site Investigation Report
- Ground Contamination Report
- Porosity Test Results - must incorporate a plan indicating location of trial pits
- SAP Rating
- Certificate of Design for Energy

## Summary of Building Warrant Assessment Process

**Application checked** for completeness then registered - an email or letter will be issued confirming the reference number.

**Application assessed** for compliance with regulations - target response within 20 working days.

**Assessment report** prepared then emailed or sent to you (where required).

**You respond** by providing additional information or making any necessary revisions. This Council is committed to reducing the time taken to obtain a warrant therefore please ensure you respond as quickly as possible.

**Reminder letter** will be sent if you do not respond within a reasonable time, thereafter if still no response it will be refused.

**Warrant issued** together with a set of the final stamped approved plans - it is your responsibility to ensure the work is built in accordance with these plans.

**Construction Compliance & Notification Plan issued** along with your warrant approval - it is your responsibility to ensure we are notified to undertake inspections as outlined in the plan.

**Important note:** all correspondence we issue in relation to a warrant application is to the agent where one is named on the application form.

## Supplementary Information

Please note that building warrant is quite separate from planning approval. Accordingly you should always consult with Development Management staff to find out if planning approval is also required. Phone **01738 475300** or submit the details in an email to [DevelopmentManagement@pkc.gov.uk](mailto:DevelopmentManagement@pkc.gov.uk)

Please note that a building warrant confirms approval only under the Building (Scotland) Act 2003. Other approvals may be required, such as from the major utility companies.