

 PERTH & KINROSS COUNCIL	APPLICATION FOR AMENDMENT OF BUILDING WARRANT Building (Scotland) Act 2003, Section 9 to amend a building warrant	For Official Use Only
	Please complete in BLOCK LETTERS The appropriate fee must accompany this application.	Ref No
		Fee
		Date Paid
		Receipt No

Use this form to apply for an amendment to an existing Building Warrant.
Please refer to the accompanying Guidance Notes when completing this form.

NOTE: You can submit an amendment application on-line through the eBuilding Standards portal at www.edevelopment.Scot

1 Name and address of applicant			
Name			
Address			Post Code
E-mail			Tel No

2 Name and address of agent (if any)			
Name			
Address			Post Code
E-mail			Tel No

3 Name and address of owner (if different from original warrant application)			
Name			
Address			Post Code
E-mail			Tel No

4 Details of original Building Warrant			
Warrant Reference Number		Date of issue of warrant	

5 Location/address of building or site to which warrant applies		
		Post Code (if known)

6 For Amendments to Construction

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

7 For amendment to a staged warrant - later stage(s)

7.1 For which stages did the original warrant require further detail?

7.2 For which of these stages are you now applying to amend the warrant?

8 For amendments which alter the intended use of an existing building

8.1 Will this amendment result in a conversion in terms of the regulations (see Annex 1)	YES	NO*
*Delete as appropriate		
8.2 If yes, please specify which conversion applies (i.e. state number using the list in Annex 1)		

9 Value of works after amendment

Does the proposed amendment alter the estimated value of works?	YES	NO*
Value as stated in original warrant	£	
Amended value	£	

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

10 Certificates of Design

Do any certificates from approved certifiers of design accompany this application for amendment or do you intend to submit one prior to building warrant approval? (If Yes and if available, complete details as required in Annex 2)	YES	NO*
*Delete as appropriate		

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*
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12 ANNEX 1 – Conversions

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

13 ANNEX 2 – Certificates from Approved Certifiers of Design

Please list reference numbers, if available, of any certificates from approved certifiers of design which relate to this application, and attach the original signed certificates to this application	Certificate number		
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 provide following details of the approved certifiers of design			
Name of certifier		Registration number	
Name of approved body		Registration number	
Important Notes			
1. Any Certificate submitted must be signed by a certifier fully approved to issue certificates for the matters concerned on the date the certificate was signed.			
2. If 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.			

14 ANNEX 3 - Certificates from Approved Certifiers of Construction

If you intend to use any approved certifiers of construction and provide a certificate to accompany the completion certificate submission, please list the certification schemes			
Scheme(s)			
[If known] Please provide following details of the approved certifier of construction			
Name of certifier		Registration number	
Name of approved body		Registration number	
When using certifier of construction - list work types – (see note 3 below)			

Important Notes

1. If the intention to provide a certificate from an approved certifier of construction is not declared on this form, such a certificate can still be 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 the following

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

Notes

1. 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.
2. Please read the Warning below.
3. 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 on-line at www.scotland.gov.uk/bsd

WARNING

Please note that approval of amendment of building warrant

- **does not remove the need to obtain amended planning permission if that is required (consult the planning authority if in doubt).**
- **does not alter the original period of validity of the warrant. (See model form C - application to extend period of validity of building warrant).**

15 Privacy Notice

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) would like the opportunity to contact you in the future to invite your feedback as part of the national customer satisfaction survey for building standards. The Scottish Government may appoint a carefully selected third party to administer the survey independently on its behalf and notify you when the questionnaire is available.

If you would prefer that we **DO NOT** share your contact details with any carefully selected third parties for the specific purpose of the national customer satisfaction survey for building standards, please **TICK THIS BOX**

If un-ticked, we will assume you are happy to be invited to participate in the survey.

16 Checklist and Address to which you should send this application

Your application cannot be registered until all these documents and the fee are received so please complete this checklist when sending off your application.

I enclose 2 sets of the necessary plans and specifications (see note 2)	
I confirm that the estimated cost of works given in Section 8 is a true reflection of the amended value of the development (excluding VAT)	
I enclose the statutory fee	
I enclose all certificates of design (where applicable) (see note below)	
I confirm that the owner of the building is aware of this application	
I confirm that the plans submitted in support of this application are the same as * those submitted/approved for planning consent/non-material variation or * that planning consent was not required	

15 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)

Signed		Date	
(applicant / duly authorised agent*) *Delete as appropriate			

How we use your personal information

The information provided by you and by other relevant parties will be used to help determine the Application for Amendment to Building Warrant. 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 Building Standards Register and will be available for public inspection as set out in the Building (Scotland) (Procedure) Regulations 2004.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection:

email dataprotection@pkc.gov.uk or

phone 01738 477933

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 Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمُلخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ

(بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے

تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون

نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا 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

Customer Service Centre 01738 475000

來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P ejete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu: Customer Service Centre 01738 475000