APPLICATION FOR AMENDMENT OF BUILDING WARRANT

Building (Scotland) Act 2003, Section 9 to amend a building warrant

Please complete in BLOCK LETTERS
The appropriate fee must accompany this application.

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*

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*

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  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

## ANNEX 2 – Certificates from Approved Certifiers of Design

<table>
<thead>
<tr>
<th>Certificate number</th>
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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

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)

<table>
<thead>
<tr>
<th>Name of certifier</th>
<th>Registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of approved body</td>
<td>Registration number</td>
</tr>
</tbody>
</table>

### 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.

## 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)

<table>
<thead>
<tr>
<th>Scheme(s)</th>
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</table>

[If known] Please provide following details of the approved certifier of construction

<table>
<thead>
<tr>
<th>Name of certifier</th>
<th>Registration number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of approved body</td>
<td>Registration number</td>
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</tbody>
</table>

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:

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

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).

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.
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)

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
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(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.

Customer Service Centre 01738 475000

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, ancho n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ůpadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ůžen 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 fhéin neo duine a dh’altnicheas tu ag iarraidh leth-bhreacden pháipreach se a ann an cásan eile neo ann an cruth eile, (aig amannan cha bithl ach geàrr-chunntas a mhàin ri fhàighinn air eadar-theangachaigh) faodar seo fhàighinn le bithl a’ cur fios gu: Customer Service Centre 01738 475000